

National Oceanic & Atmospheric Administration



NOAA CAMS Commerce Purchase Card System (CPCS) Cardholder Procedures

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CPCS Cardholder Procedures

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1.0 Overview

As Purchase Card usage and purchase limits increase, the National Oceanic and Atmospheric Administration (NOAA) is faced with a challenge to improve methods of processing purchase card transactions. To meet this challenge, the Commerce Purchase Card System (CPCS) has been developed as part of the Commerce Administrative Management System (CAMS) effort. This system effectively reconciles and controls purchase card purchases and improves the recording of financial, procurement, and property information.

The CPCS component of CAMS allows you to record, monitor, track, and control all activities related to bankcard transactions. This is a Graphical User Interface (GUI) application which provides point-and-click functionality and drop-down menu bars. A series of transaction and query screens enables you to maintain an order log and reconcile transactions. The CPCS is integrated with the CAMS Core Financial System (CFS) for the payment of Purchase Card invoices. The CPCS has the capability to distribute a transaction to multiple accounting classification codes and accommodate adjustments to the Accounting Classification Code Structure (ACCS), after transactions have been disbursed.

The benefits from CPCS include more accurate and prompt recording of Bankcard financial transactions. Replacing labor-intensive manual processes with automated processes help support improved business practices. Integration with the CFS accommodates real-time funds control and reporting. The CPCS also has the ability to receive Bankcard transaction data, weekly, in order for NOAA to earn rebates. In addition, the ability to receive and incorporate electronic Bankcard statements eliminates paper-based processing and reporting.

The CPCS provides a multi-user environment, by using the Internet, which allows multiple users to access data at the same time. It provides user-defined automated approval routing, alternate approval routing for Bankcard transactions, special approvals for such things as personal property and training, and electronic notification of approvals that are waiting. Functionality also includes the capability for cardholders to electronically match and certify purchases.

The CPCS includes an automated process for resolution of improperly billed items. It also allows Procurement, Property, Finance, and auditors to review Bankcard purchases to ensure that items purchased are authorized, prices are competitive, and orders are not split to bypass single purchase limits. Additional benefits include the ability to statistically sample any, and all, Bankcard transactions/purchases and select a representative sample of Bankcard sales drafts and other receipt documents for post payment examination.

The Purchase Card manual for Cardholders is divided into the following sections:

- ◆ Logging an Order
- ◆ Reconciling transactions
- ◆ Verifying/Modifying/Splitting the ACCS
- ◆ Entering accountable property information
- ◆ Reconciling disputed transactions
- ◆ Reconciling credits with disputed transactions
- ◆ Reconciling credits without a disputed transaction

- ◆ Reconciling swept transactions
- ◆ Monitoring disputes
- ◆ Reconciling transactions disputed in error
- ◆ Tracking cardholder transactions
- ◆ Updating ACCS List
- ◆ Viewing transactions
- ◆ Viewing disputes
- ◆ Retrieving Messages
- ◆ Creating & Printing Bank Transaction Reports
- ◆ Glossary

1.1 NOAA CAMS Accounting Classification Code Structure (ACCS)

The NOAA accounting classification code structure (ACCS) is changing with the implementation of CAMS. The new “CAMS” ACCS is a Department-wide approved structure which is mandated for all bureaus as they implement CAMS.

The CAMS ACCS comprises the following data elements:

- ◆ Bureau Code (2 positions)
- ◆ Fiscal Year (4 positions)
- ◆ Fund Code (2 positions)
- ◆ Organization Code (16 positions)
- ◆ Program Code (9 positions)
- ◆ Project Code (7 positions)
- ◆ Task Code (3 positions)
- ◆ Object Class (8 positions)
- ◆ User Defined (6 positions)

Although this is a long code, users of the Commerce Purchase Card system (CPCS) need only be concerned with the Fiscal Year, Organization Code, Project Code, Task Code, and Object Class. All other data elements will be automatically populated by the system based on pre-defined relationships between the data values.

Initially, transactions processed through the CPCS will be assigned a default accounting code established for each cardholder. If correct, the transaction can be reconciled with the default accounting code or if incorrect, can be changed. Elements which need to be closely examined for correctness are the Fiscal Year, Organization Code, Project Code, Task Code, and Object Class.

Brief explanations of these pertinent CAMS ACCS data elements are as follows:

Fiscal Year (4 positions):

All CPCS transactions require a four-position fiscal year.

Project Code (7 positions):

This data element is the FIMA Task Code with an additional leading digit which identifies the applicable line, staff or program office. Valid leading digits are:

- 1 = NOS
- 2 = NMFS
- 3 = OAR
- 4 = NWS
- 5 = NESDIS
- 6 = OA (ISO, HRMO, ASCs)
- 7 = ONCO
- 8 = Office of Finance and Administration including Undersecretary and Staff Offices, SAO, Office of Global Programs, Coastal Ocean Program Office, and High Performance Computing and Communications
- 9 = Bureau of Export Administration

Task Code (3 positions):

A further breakdown of a project code. This element is the FIMA Phase Code with the constant "P" as a prefix.

Organization Code (16 positions):

CAMS uses the NFC Payroll/Personnel System Organization Code excluding the first two digits which identify the bureau code. Bureau code is not needed as part of the organization code since it is a separate data element in the CAMS ACCS.

Object Class (8 positions - NOAA uses only 4):

NOAA will continue to use its current four position object classes under CAMS.

1.1.1 ACCS Conversion

To facilitate the conversion process, the NOAA CAMS Web Site contains a utility that converts the FIMA accounting codes to the CAMS ACCS. There are two ways to access this conversion utility, the first is a direct link to the utility and the second is through the NOAA CAMS Web Site. Open your browser and enter the following address in the location field:

<http://makoto.rdc.noaa.gov/cams/>. It is recommended that this URL be bookmarked and used whenever an accounting code conversion is needed. The alternate address through the NOAA CAMS Web Site is <http://www.rdc.noaa.gov/~cams>, then click on the FIMA/CAMS Accounting Conversion Screen.

The ACCS Conversion includes options for a FIMA to CAMS Conversion and a CAMS to FIMA Conversion. Once a user has entered the applicable ACCS information and clicks on the conversion button, the conversion results will be displayed.

The following are examples of the ACCS Conversion and Conversion Results screens.

ACCS Conversion

Use TAB to move between fields. Supply as many components of your accounting code as you wish. However, failure to supply all components may limit the program's ability to convert.

FIMA to CAMS Conversion

Enter your FIMA account code here and click on the Convert button:

Org: Task: Phase:

CAMS to FIMA Conversion

Enter your CAMS account code here and click on the Convert button:

Bureau: Task:

FIMA to CAMS Conversion Results

FIMA		CAMS	
Bureau:	14	Bureau:	14
Org:	AJ2400	Org:	06-02-0004-00-00-00-00
Org Title:	CAMS PROGRAM DIVISION	Org Title:	CAMS PROGRAM DIVISION
Task:	9WCMCM	Project:	69WCMCM
		Project Title:	CAMS
Phase:	00	Task:	P00
		Task Title:	NO TASK
		Fund:	02
		Program:	07-01-01-000

[Return To Convert Page](#)

In CAMS both the Project and Task codes are edited fields which need to be established by the NOAA Budget Office prior to use. Therefore, if a Project Code or Task Code does not convert, please submit a, "CAMS Project Code Request Form" through your Management and Budget Office to the NOAA Budget Office. This form can be downloaded from the NOAA CAMS Web site at <http://www.rdc.noaa.gov/~cams>, then click on Download Project/Task Request Form.

1.1.2 Default ACCS

The cardholder's default ACCS is displayed on the ACCS (BC-606) window in CPCS as illustrated below.

The screenshot shows the 'ACCS (BC-606)' window. At the top, there's a title bar with 'ACCS (BC-606)' and 'Cardholder Exit'. Below the title bar is a toolbar with various icons. The main area is titled 'ACCS Details' and contains a table with the following data:

Trans No	Reference Number	Purchase Date	Vendor	Amount
10144-17	24229100056000544119882	10-MAR-2000	PROFESS OFC ENTERPRISES	\$108.28

LN	FY	Accounting Classification Code Structure (ACCS)	Qty	Amt	Total
1	2000	14 69WCMCM-P00 02 07-01-01-000 06-02-0004-00-00-00 31-20-00-00 000000	1	108.28	108.28

Below the table are buttons: 'List ACCS choices', 'Property', 'View Disputes', 'Note'. To the right, 'ACCS Total' is \$108.28. At the bottom, a status bar says 'ENTER THE FULL ACCOUNTING CLASSIFICATION CODE STRUCTURE (TO ENTER, DRILL DOWN FOR DETAIL). (RE Record: 1/1)' and a 'List of Values' button.

If the ACCS needs to be modified, drill down in the white field of the ACCS (BC-606) window where the full ACCS is displayed and the Account Classification Code Structure (dba094 or dba093) window will open.

The screenshot shows the 'ACCOUNT CLASSIFICATION CODE STRUCTURE (dba094)' window. At the top, there's a title bar with 'ACCOUNT CLASSIFICATION CODE STRUCTURE (dba094)' and 'Cardholder Exit'. Below the title bar is a toolbar with various icons. The main area contains the following fields:

PROJECT/										OBJECT								
BUR	TASK	FUND	PROGRAM			ORGANIZATION				CLASS								
14	69WCMCM	P00	02	07	01	01	000	06	02	0004	00	00	00	00	31	20	00	00

Below these fields is a 'USER DEFINED FIELD' with the value '000000'. At the bottom, there's a 'NAME' field with the value 'CAMS'. At the bottom right, there are buttons: 'NEXT', 'PREV', 'CANCEL'. At the bottom left, a status bar says 'ENTER THE PROJECT CODE (A LIST IS AVAILABLE). (REQUIRED). (RE Record: 1/1)' and a 'List of Values' button.

1.2 Conventions

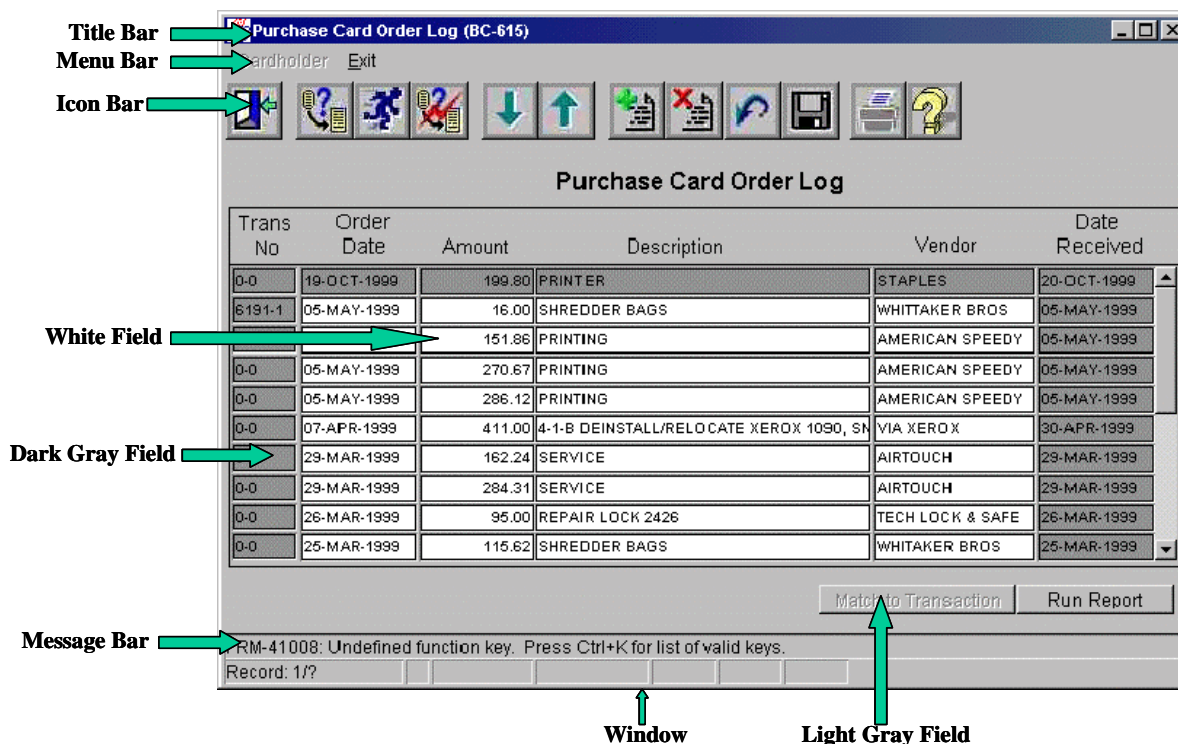
Before getting started, it is important to understand the conventions used in Commerce Purchase Card System (CPCS) with regard to the window elements and layouts. This knowledge will help the user move freely and smoothly throughout the system.

The system is built on a Graphical User Interface (GUI) which provides full point-and-click capability. The GUI system provides ease of use. Instead of tabbing passed every field, GUI functionality allows the user to select certain fields.

CPCS incorporates a number of drop down menu bars to facilitate movement and the selection of documents:

- To display a drop down menu, click on the desired selection on the menu bar.
- When a document window is accessed, a new window is displayed. The name of the window appears at the top.
- Each window has a menu bar located at the top. The menu bar is a horizontal strip of icons and each icon has a graphic image and “hint” balloon (narrative description) that summarizes its functionality if that icon is available for use at that particular junction.

The following illustration depicts the CPCS screen layout:



1.3 Common window elements

WINDOW – A “fill-in-the blanks” arrangement that facilitates data insert, update, delete and/or query of the database.

PAGE – The portion of a window that is seen on the monitor at any one time. A window can consist of one or more pages.

TITLE BAR – The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.

MENU BAR - The bar along the top of the window, above the icon bar. The menu bar provides various drop down menus to use while moving throughout the program.

ICON BAR – The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the icons, refer to the icon listing (Table 1) shown on page xi and xii.

TABLE – A logical grouping of related records, e.g., transactions or orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. (*See Field and Record*). Tables cannot be seen by users. They serve as a means to store information in the database.

RECORD – A single line item within a transaction.

CURSOR MOVEMENT – Cursor movement through a window is always left to right or top to bottom.

FIELD – A column in a database table. A field is displayed as a highlighted area on the window that can contain an existing value from the database and/or accept a new value. Below are the general descriptions of the varying fields.

- **White** fields indicate mandatory fields. A user will not be able to send, approve, or activate data unless these fields are filled.
- **Light Grey** (i.e. the same color as the window background) indicate fields that are not accessible by the user; most of these fields are self-populating.
- **Dark Grey** fields indicate optional fields. Data may be entered, but it is not required.

WINDOW NAME/OPTION CODE – The name of the window will appear with the option code as follows: Purchase Card Order Log (BC-615). The option code in the upper left hand corner of the window is alphanumeric.

CHECK-BOX – A box that allows the user to select a specific option by “checking it”, or view that an option has been chosen. This is normally indicated by either an “x” or a “✓”.

PUSHBUTTONS – The buttons available within a window, usually located at the bottom of the screen. In order to access a button, a user must click on it. If a button is shaded, it is not active

for the current window. Some example buttons are: OK, Run Report, Note, ACCS, Cancel, Prev, and Forward.

SYSTEM MESSAGE – System messages appear in the lower left hand corner of the window in the message bar. It will display what action the computer is taking (e.g., working, printing, querying), as well as what may be available in a certain window or field. Some of the messages include: “Working...”; “Field is protected against updates”; “Enter the ...”; “(A List is Available)”; and “Unable to perform query”. The system message will always include a count of how many records were received. In a query, this will be displayed directly below the current system message as shown in diagram 1. For more information regarding this, refer to the description of COUNT below.

COUNT – Count always appears in the lower left hand corner of the window and indicates the number of complete records displayed on the window.

DATE FIELDS – All date fields use the default format of DD-MON-YYYY, (e.g., 12-JUN-1999).

SCROLL BAR - The bar which allows movement between records. Clicking on the down or up arrows allows the user to scroll through records.

POP-UPS – Pop-up windows are used to include additional information within a record. A pop-up window can be an entire window or a small window depending upon the information recorded/displayed.

LIST OF VALUES - A pop-up table that contains a List of Values for the selected field. It is often denoted as LOV.

1.4 Operator Functions










Operator functions are the specific actions that can be performed within CPCS. The operator functions are available as icons located on a toolbar directly below the menu bar. The toolbar on the window document is a horizontal strip of icons located at the top of the window.

Each icon is a small graphic image that represents an application (functionality), command, or tool. A “hint balloon” is associated with each icon. The hint balloon displays the name/functionality of the icon. The icon’s hint balloon is displayed by positioning the cursor on an icon and pausing.

The following is an example of a hint balloon for the Save icon:



The following table illustrates the various Icons and their functions.

Icon	Name	Description
	EXIT	This icon is available throughout CPCS and allows the user to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	ENTER QUERY	This icon clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Once query information is entered, clicking this button will execute the query. The system will return all records that match the query criteria. Use the Up and Down Arrows in the tool bar or the up and down arrows on the keyboard to scroll through the records returned by the query. If this button is entered without entering any query data, all records will be retrieved.
	CANCEL QUERY	This button cancels query mode and returns the system to edit mode.
	DOWN ARROW	This button allows the user to scroll (down) through a list of records. This button is disabled once the last record is reached.
	UP ARROW	This button allows the user to scroll (up) through a list of records. This button will become disabled once the first record is reached.
	CREATE RECORD	This button allows the user to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
	DELETE RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	SAVE	The Save button can be used in many circumstances to save (commit) complete or partial records to the database.



Icon	Name	Description
	PRINT	The Print button is designed to print a report related to the data appearing on the current active window <i>Note:</i> In some instances, selecting the print icon does not automatically print the report.
	HELP	This button provides on-line documentation for each field. To access the information for a particular field, place the cursor in that field and click the Help button. The Help information is designed to facilitate accurate data entry in each field.

Table 1

1.5 Navigation Capabilities

The GUI make-up of this system, minimizes the number of keys and keystrokes. It allows for increased use of the mouse as well as the ability to use on-window buttons, icons, and menu options. The following keys are used to navigate throughout CPCS:

Tab	This keyboard key will allow movement from field to field.
Enter	This keyboard key will allow movement from field to field and accept a value or term entered into a field.

1.6 Mouse Functions

The mouse allows a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu bar, selecting different windows, options and exit. There are two types of clicks associated with the mouse. Both types are listed below.

Click – A single click of the left mouse button allows a user to select a menu option within the drop down menu. A single click will also allow access to buttons in the window as well as accept system responses such as “OK” and “Cancel”.

Double-click – A double-click of the left mouse button allows a user to access a list in a field.

2.0 Getting Started

There are two ways to access the CPCS application. One is via the Web and the other is Client-Server. Listed below are procedures for both Web login and Client-Server login, follow the procedures which apply to you. Most users will access CPCS using the web. If you are unsure as to which method applies to you, contact the Functional Expert at your servicing ASC Finance Office or if you are in the Washington, D.C. Metro Area, contact the CAMS Help Desk.

2.1 CAMS Web Login (Preferred Access Approach)

STEP	ACTION
1	<p>Select one of the following:</p> <ul style="list-style-type: none">▶ Double-click on the <NETSCAPE COMMUNICATOR>, type in http://noaabc1.rdc.noaa.gov:2000/ in the <i>LOCATION</i> field for the CAMS Production Instance.-or-▶ Double-click on the <CAMS Web> icon for the CAMS Production Instance. <p>The CAMS Web page appears.</p>
2	Click on the < Enter CAMS > button. The CAMS Web Page appears
3	Click on the < CPCS > button.
4	Type in the user name in the <i>USER NAME</i> field.
5	Type in the password in the <i>PASSWORD</i> field. Click the " OK " button. The Commerce Purchase Card System main window appears.

2.2 CAMS Client-Server Login (Alternate Access)

STEP	ACTION
1	Double-click on the < CAMS > icon on your Main Menu window (if you don't have a < CAMS > icon, you need to get one installed). The Commerce Administrative Management System Warning window appears.
2	Click on < ENTER CAMS > button. The CAMS Production Instance window appears.
3	Type in the CAMS production user name in the <i>USER NAME</i> field.
4	Type in the CAMS production password in the <i>PASSWORD</i> field.
5	Click on the < Bankcard (CPCS) > button. The Commerce Purchase Card System main Window appears.

3.0 Logging an Order

Introduction:

This procedure describes how to log an order and execute a query to find an order. The Bureau requires users to enter an order into the Purchase Card Order Log within 24 hours or the next working day after placing an order (e.g., Monday following an end-of-week purchase card order).

If the total amount of the order exceeds \$2,500, the cardholder must get three bids for the order or create a Sole Source Justification statement. This requirement also pertains to GSA-scheduled items; the only exception is for furniture.

Bids must include the vendor or catalog name, catalog page number (if applicable), product number, and item price. Cardholders must maintain a file for bid information and Sole Source Justification statements in case of an audit.

Windows Used in Viewing a Transaction:

- ◆ Purchase Card Order Log (BC-615)
- ◆ Runtime Parameter Form (BC-701)
- ◆ Purchase Card Order Log Report (BC-701)

3.1 Logging an Order

Use this procedure to enter information related to purchase card orders. Each line has six information fields. The user enters an order on a single line.

The following is an example of the Purchase Card Order Log (BC-615) window:

Trans No	Order Date	Amount	Description	Vendor	Date Received
0-0	17-MAR-2000	100.00	PAPER	STAPLES	17-MAR-2000
0-0	17-MAR-2000	150.00	3 RING BINDERS	GSA	
8527-1	17-MAR-2000	78.00	PENS AND PENCILS	GSA	
0-0	15-MAR-2000	350.00	MONITOR	COMPUSA	
8521-1	14-MAR-2000	100.00	RADIO	TARGET	15-MAR-2000

Match to Transaction Run Report

Record: 1/5

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Log Orders from the drop-down box. The Purchase Card Order Log (BC-615) window appears.
2	Click on the < CREATE RECORD > icon in the tool bar, if the log screen is full of information, to create an empty line on which to enter a new order. <i>Note:</i> To delete a record, click on the appropriate record and click on the < DELETE > icon.
3	Click on the ORDER DATE field and enter the date the order was placed. <i>Note:</i> The TRANS NO. field will populate with zeroes when the order date is entered. It will populate with matching transaction number when it is matched to a transaction from the Reconcile Transaction (BC-605) window.

STEP	ACTION
4	Click on the AMOUNT field and enter the total amount of a single order, and if known, include freight charges.
5	<p>Click on the DESCRIPTION field and enter an itemized list of the items ordered.</p> <p><i>Note:</i> Freight charges can also be noted.</p> <p><i>Note:</i> If an approving official wants to see the cost of every item ordered, include the price of each item in the itemized list.</p>
6	Click on the VENDOR field and enter the vendor's name.
7	<p>After the item(s) ordered is (are) delivered, enter the delivery date in the DATE DELIVERED field.</p> <p><i>Note:</i> This date populates the DATE RECEIVED field in the Reconcile Transaction (BC-605) window, at the same time it is matched to the bank transaction.</p>
8	<p>Click on the <EXIT> icon to exit the window.</p> <ul style="list-style-type: none">• A pop-up window appears: "Do you want to save the changes you have made." Click on the "Yes" button, and...• A second pop-up window appears: "Transaction complete. (#) records applied and saved." Click on the "OK" button and exit to the Main Menu.

3.2 Executing a Query, Printing and/or Running a Report

Use the Purchase Card Order Log (BC-615) window to execute a query, print what appears on the screen, or run reports of selected orders.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Log Orders from the drop-down box. The Purchase Card Order Log (BC-615) window appears.
2	Click on the < ENTER QUERY > icon on the tool bar.
3	<p>Click on a field used for the query and enter the data criteria. For the same query, you may add additional criteria in other fields.</p> <p><i>Note:</i> You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>taples</u>, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Staples</u> and <u>Potaples</u> being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p>
4	Click on the < EXECUTE QUERY > icon to start the query. If information is available, an order or a group of orders appears in the window.
5	<p>Do one of the following:</p> <ul style="list-style-type: none"> On Client-Server, to print the screen, go to step 6. On Client-Server, to print a report, go to step 11. On the Web, to print a report, go to step 20. <p><i>Note:</i> On the Web version, the <PRINT> icon does not work.</p>
6	To print the screen on the Client-Server, click on the < PRINT > icon on the tool bar at the top of the window. The Page Setup window appears.
7	Click the “ OK ” button. The Print window appears.

STEP	ACTION
8	<p>Click the “OK” button. A pop-up appears: “Print capture beginning. Don’t move or obstruct window until done.” Click the “OK” button.</p> <p><i>Note:</i> When working with queries, the system will generate a report that includes orders with Order Dates on and between your beginning and ending dates.</p>
9	<p>When printing is complete, a pop-up appears, “Print capture complete.” Click the “OK” button.</p>
10	<p>Click on the <EXIT> icon to return to the Main Menu.</p>
11	<p>To print a report on Client-Server, click on the “Run Report” button at the bottom of the screen. The Runtime Parameter Form (BC-701) appears.</p>
12	<p>Click on the down-arrow in the DESTINATION field. The following list appears:</p> <ul style="list-style-type: none">• Screen• File• Printer• Mail• Preview <p>Click on Preview.</p>
13	<p>Click on the down arrow in the BETWEEN field and choose a beginning date. You may also delete the default date and enter a date.</p>
14	<p>Click on the down arrow in the AND field and choose an ending date. You may also delete the default date and enter a date.</p>

STEP	ACTION
15	<p>Click on the “Run Report” button. The Purchase Card Order Log (BC-701) report appears</p> <p><i>Note:</i> The system will then generate a report that includes orders with Order Dates between your beginning and ending dates inclusive.</p>
16	Click on the “ Print ” button. The Print window appears.
17	Click on the “ OK ” button.
18	Click on the “ Close ” button to return to the Purchase Card Order Log (BC-615) window.
19	Click on the < EXIT > icon to exit the window.
20	To print a report on the Web, click on the “ Run Report ” button at the bottom of the screen. The Report Date Range window appears.
21	Click on the FROM field and enter a beginning date.
22	Click on the TO field and enter an ending date.
23	<p>Click on the “Run Report” button. Depending on the system, a warning screen may or may not appear with a message, “What do you want to do with this file?” Click on the “Open It” button and click on the “OK” button. Adobe Acrobat Reader opens with the requested report.</p> <p><i>Note:</i> The system will generate a report that includes orders with Order Dates between your beginning and ending dates inclusive.</p>
24	Click on FILE from the Acrobat Reader Main Menu. A drop-down box appears. Click on the “ Print ” button. The Print window appears.

STEP	ACTION
25	Click on the “ OK ” button.
26	<p>To exit, one of the following will occur, depending upon your system:</p> <ul style="list-style-type: none">• Click on “FILE” to exit to an empty window. Click on the “Purchase Card” button. The Purchase Log (BC-615) window appears. Click on the <EXIT> icon to return to the Main Menu.• Click on “FILE.” A drop-down box appears. Click on the “Close” button and return to the Purchase Card Order Log (BC-615) window. Click on the <EXIT> icon to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
FUNCTIONAL EXPERT AT YOUR SERVICING FINANCE OFFICE***

OR

***IF YOU ARE IN THE WASHINGTON, D.C. METRO AREA
CONTACT THE NOAA CAMS CLIENT SERVICES OFFICE***

4.0 Reconciling Transactions

Introduction:

This procedure describes how to reconcile purchase card transactions. Reconciling involves making sure that each transaction charged to the cardholder's bankcard is correct and accounted for.

Statements should be reconciled weekly. At a minimum, statements must be reconciled and the transactions approved by the approving official within a 22-calendar-day period.

After a transaction has been in the system for about 22 calendar days, the system will sweep transactions that the cardholder has not reconciled. The system will also sweep those transactions that were reconciled by the cardholder but not approved by the cardholder's supervisor.

Windows Used in Viewing a Transaction:

- ◆ Reconcile Transactions (BC-605)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)
- ◆ Cardholder Statement of Questioned Items (BC-605)
- ◆ Disputed Transactions (BC-608)
- ◆ Review All Notes (BC-623)
- ◆ Purchase Card Order Log (BC-615)
- ◆ Accounting Classification Code Structure (dba094/dba093)
- ◆ Monitor Outstanding Disputes (BC-625)

4.1 Reconciling a Transaction

Use this procedure to reconcile all transactions once they are forwarded by the Bankcard Center to the Purchase Card System Administrator and posted in the Reconcile Transactions (BC-605) window. If a third party receives an order charged to the cardholder's account, the cardholder is still responsible for ensuring the receipt of goods and reconciling the transaction.

Once the cardholder reconciles a transaction and the cardholder's supervisor approves it, the amount associated with the transaction is obligated in the Core Financial System -- usually within 24 hours.

The following is an example of the Reconcile Transactions (BC-605) window:

Trans Note	Purchase Date	Vendor	Amount	SIC Code	Prop.	Date Received	Ok?	Match
<input type="checkbox"/> 130-7	05-JAN-1998	PC OFFICE	\$79.99	4231	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-8	06-JAN-1998	STAPLES #941	\$59.99	4531	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-9	06-JAN-1998	STAPLES #941	\$70.27	4531	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-10	06-JAN-1998	GSA	\$74.97	5232	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-11	06-JAN-1998	U STREET COMPUTERS	\$20.99	5232	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-18	01-FEB-1998	STAPLES #941	-\$15.00	4531	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-19	01-FEB-1998	STAPLES #941	-\$20.00	4531	<input type="checkbox"/>		N	
<input type="checkbox"/> 130-20	01-FEB-1998	STAPLES #941	-\$25.00	4531	<input type="checkbox"/>		N	

Reference No: 62345678

4.1.1 Changing a Transaction from "Not Reconciled" to "Reconciled"

This procedure is used to reconcile an "N" (Not Reconciled) transaction when the electronic record of charge from the bank matches both its invoice, and the entry in the Purchase Card Order Log (BC-615) window.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop down box appears. Click on Reconcile Transactions and the Reconcile Transactions (BC-605) window appears.

STEP	ACTION
2	<p>Click on the DATE RECEIVED field for the transaction to be reconciled. Type the date the items were received.</p> <p>Note: If no date is entered in this field, it will automatically populate with the date entered in the DATE DELIVERED field from the matching entry in the Purchase Card Order Log (BC-615) window -- after matching this transaction to the order entry.</p>
3	<p>Verify, modify, or split the ACCS. See Procedure 4.1.2 "Verifying/Modifying/Splitting the ACCS."</p> <p>Note: The transaction is automatically charged to the default ACCS, unless the ACCS is modified or split.</p>
4	<p>Enter accountable property information, if applicable. See Procedure 4.1.3 "Entering Accountable Property Information."</p> <p>Note: See the glossary for the definition of accountable property. All transactions charged to an ACCS with an object class code that begins with 31 are accountable property purchases.</p>
5	<p>Click on "N" (i.e., Not Reconciled) in the OK? field. The Status Codes window appears. Click on "Reconciled." Click on the "OK" button.</p> <p>A pop-up appears: "Please select the corresponding item from the Purchase Log." Click on the "OK" button and the Purchase Card Order Log (BC-615) window appears.</p>
6	<p>Click on the order log entry that matches the reconciled transaction.</p> <p>Note: If more than one order log entry needs matching, match the first one at this time. If there is not a transaction to match, you must enter a reason in the Notes field.</p>

STEP	ACTION
7	<p>Click on the “Match to Transaction” button. A pop-up appears: “Are you sure you want to match this log entry to the transaction being reconciled?” Click on the “Yes” button.</p> <p>A pop-up appears: “Log entry matched to (transaction number); Description Note Created.” Click on the “OK” button. Another pop-up window appears: “Database apply complete: 1 records applied.” Click on the “OK” button. The Reconcile Transaction (BC-605) window appears.</p>
8	<p>If a transaction needs to be matched to more than one order log entry, click on the “Order Log” button at the bottom of the Reconcile Transactions (BC-605) window. The Purchase Card Order Log (BC-615) window appears.</p> <p>Note: For example, several GSA orders are logged in as individual Order Log entries, but are processed by the bank and appear in the Reconcile Transaction (BC-605) window as one transaction.</p>
9	<p>Repeat steps 6 through 8 until all matches are made.</p>

4.1.2 Verifying/Modifying/Splitting the ACCS

Use this procedure when either verifying an ACCS or altering the ACCS to which the transaction will be charged. The following is an example of the ACCS (BC-606) Window:

ACCS (BC-606)

Cardholder Exit

Icons: [Back] [Help] [Print] [Delete] [Up] [Down] [Add] [Remove] [Refresh] [Save] [Print] [Help]

ACCS Details

Trans No	Reference Number	Purchase Date	Vendor	Amount
10144-17	24229100056000544119882	10-MAR-2000	PROFESS OFC ENTERPRISES	\$108.28

LN	FY	Accounting Classification Code Structure (ACCS)	Qty	Amt	Total
1	2000	4 69WCMCM-P00 02 07-01-01-000 06-02-0004-00-00-00-00 31-20-00-00 000000	1	108.28	108.28

List ACCS choices Property View Disputes Note

ACCS Total \$108.28

ENTER THE FULL ACCOUNTING CLASSIFICATION CODE STRUCTURE (TO ENTER, DRILL DOWN FOR DETAIL). (RE

Record: 1/1 List of Values

4.1.2.1 Verifying the ACCS

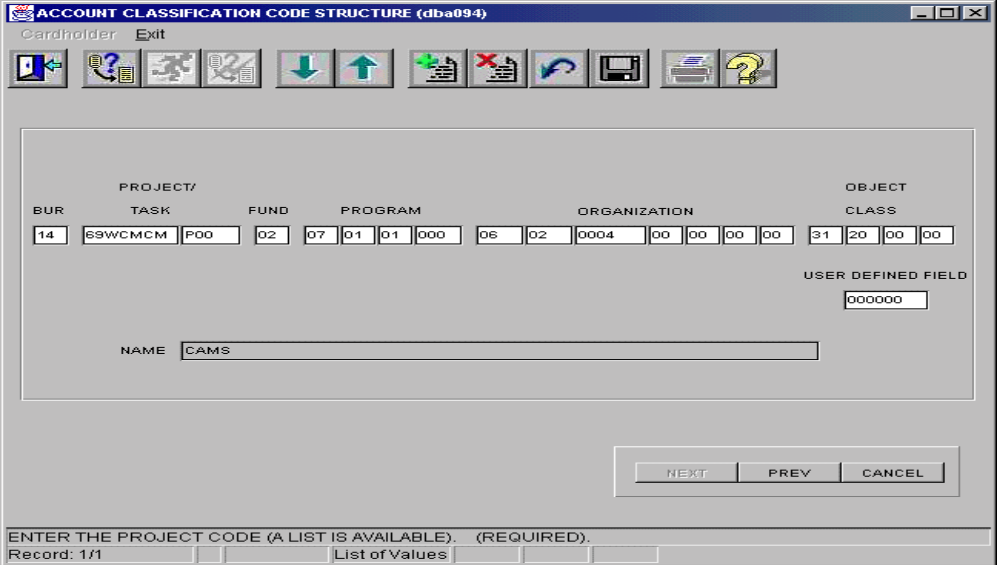
Use this procedure to verify that the default ACCS is the one you want to use.

STEP	ACTION
1	Click on the transaction to be verified, modified, or split in the Reconcile Transactions (BC-605) window. Click on the “ ACCS ” button at the bottom of the window. The ACCS (BC-606) window appears.
2	Verify that the ACCS is correct for the purchase card transaction being reconciled. <ul style="list-style-type: none"> ▶ If it is correct, click on the <EXIT> icon to return to the Reconcile Transactions (BC-605) window. ▶ If it is incorrect, go to Procedure 4.1.2.2, “Modifying the ACCS.” ▶ If you want to add an additional ACCS to split the cost, go to Procedure 4.1.2.3, “Splitting the ACCS.”

4.1.2.2 Modifying the ACCS

Use this procedure to modify the default ACCS to which a purchase card transaction is to be charged.

STEP	ACTION
1	Do one of the following: <ul style="list-style-type: none">• If modifying only the fiscal year, go to step 2.• If modifying any subfields, go to step 6.
2	With the < BACKSPACE > key, erase the entry in the <i>FISCAL YEAR</i> field.
3	Type the fiscal year in the <i>FISCAL YEAR</i> field.
4	Press the < ENTER > key. The Accounting Classification Code Structure (dba093/dba094) window appears.
5	<p>Press the “Prev” button. If the ACCS is valid for the fiscal year you entered, the ACCS (BC606) window appears. Click on the <EXIT> icon and return to the Reconcile Transactions (BC-605) window. The ACCS has been modified.</p> <p>Note: If the ACCS is not valid for the fiscal year you entered, the following message appears: “Invalid or inactive project code w/program and fund codes.” Click on the <EXIT> icon and the original fiscal year will remain.</p>

STEP	ACTION
6	<p>Modify the ACCS by double-clicking on the ACCOUNTING CLASSIFICATION CODE field. The Account Classification Code Structure (dba094) window appears.</p> 
7	<p>Highlight the code in the subfield to be changed. Do one of the following:</p> <ul style="list-style-type: none"> Type in the correct code; or Double-click on the field and a list of values appears. Click on the correct value. Click on the “OK” button <p>Note: The first OBJECT CLASS subfield must be one of following: 23, 24, 25, 26 or 31. The first two subfields cannot contain all zeroes. The USER DEFINED field must have six zeroes.</p>
8	Repeat step 2 for each subfield to be changed in the ACCS.
9	Click on the “Prev” button to return to the ACCS (BC-606) window.
10	<p>Click on the <EXIT> icon to return to the Reconcile Transactions (BC-605) window. A pop-up window appears: “Do you want to save the changes made?” Click on the “Save” button. The pop-up appears: “Database Apply complete: 1 records applied.” Click on the “OK” button. The Reconcile Transactions (BC-605) window appears.</p>

4.1.2.3 Splitting the ACCS

This procedure allows the user to split the charge for a purchase card transaction among more than one ACCS.

STEP	ACTION
1	Click on the transaction to be split in the Reconcile Transactions (BC-605) window. Click on the “ ACCS ” button at the bottom of the window. The ACCS (BC-606) window appears.
2	Do one of the following: <ul style="list-style-type: none">• To modify only the fiscal year, go to Procedure 4.1.2.2• To modify the default ACCS, type in the fiscal year in the <i>FY</i> field and press the <ENTER> key. Go to step 3.• To add an ACCS stored under the “List ACCS Choices” button, type in the fiscal year in the <i>FY</i> field. Go to step 6.
3	Highlight the code in the field to be changed. Do one of the following: <ul style="list-style-type: none">• Delete the current code with your <BACKSPACE> key. Type in the correct code; or• Double-click on the field and a list of values appears. Click on the correct value. Click on the “OK” button. <p><i>Note:</i> The first OBJECT CLASS CODE subfield must be one of the following: 23, 24, 25, 26 or 31. The first two subfields cannot contain all zeroes. The <i>USER DEFINED</i> field must have six zeroes.</p>
4	Repeat step 3 for each field to be changed in the ACCS.
5	Click on the “ Prev ” button to return to the ACCS (BC-606) window. Go to step 12.
6	Click on the “ List ACCS Choices ” button.

STEP	ACTION
7	Select the appropriate ACCS.
8	Click the “ OK ” button. The Accounting Classification Code Structure (dba093 or dba094) window appears.
9	<p>Highlight the code in the subfield to be changed. Do one of the following:</p> <ul style="list-style-type: none"> • Delete the current code using your <BACKSPACE> key. Type in the correct code; or • Double-click on the field and a list of values appears. Click on the correct value. Click on the “OK” button. <p><i>Note:</i> The first <i>OBJECT CLASS</i> subfield must be one of following: 23, 24, 25, 26 or 31. The first two subfields cannot contain all zeroes. The <i>USER DEFINED</i> field must have six zeroes.</p>
10	Repeat step 9 for each field to be changed in the ACCS.
11	Click on the “ Prev ” button to return to the ACCS (BC-606) window. The ACCS selected from the “List ACCS Choices” now appears in the ACCS field.
12	Type the quantity to be charged to this ACCS in the <i>QTY</i> field.
13	Click on the appropriate <i>AMT</i> field. Delete the entry using the < BACKSPACE > key. Type the amount charged to each added ACCS.
14	Return to the previous ACCS line(s) and adjust the cost in the <i>AMOUNT</i> field (\$).
15	Click on the <i>TOTAL</i> field to recalculate.
16	If an additional ACCS need to be charged, go to step 2.

STEP	ACTION
17	Click on the <EXIT> icon to exit the window. A pop-up appears: “Do you want to save the changes you have made?” Click on “Yes.” A pop-up appears, “Database apply complete.” Click on the “OK” button to return to the Reconcile Transactions (BC-605) window.

4.1.3 Entering Accountable Property Information

Use this window to enter accountable property information. Once the data is entered and the transaction is reconciled, the data cannot be updated through CPCS.

The following is an example of the Accountable Property (BC-626) window:

Accountable Property (BC-626)

Cardholder Exit

Icons: [Back] [Help] [Add] [Delete] [Down Arrow] [Up Arrow] [New] [Cancel] [Refresh] [Save] [Print] [Help]

ACCS Details

Trans No	Reference Number	Purchase Date	Vendor	Amount
10144-17	24229100056000544119882	10-MAR-2000	PROFESS OFC ENTERPRISES	\$108.28

LN	Year	Accounting Classification Code Structure	Qty	Amt	Total
1	2000	14 69WCMCM-P00 02 07-01-01-000 06-02-0004-00-00-00-00 31-20-00-00	1	108.28	\$108.28

Accountable Property Details

Prop Item No	Line No	Description	Accept. Date	Manufacturer	Serial Number	BarCode	Model Number	Bldg. Code	Room No.	Unit Price
		EXTERNAL CD DRIVE	11-MAR-200	HP	55X789CD81	CD000005678	CDX2345	ITC5	8	\$108.28

\$108.28

Enter Room Number

Record: 1/1

STEP	ACTION
1	<p>Click on the transaction in the Reconcile Transactions (BC-635) window to add accountable property information. Click on the "Property" button at the bottom of the window. The Accountable Property (BC-626) window appears.</p> <p>Note: All accountable property purchased must be charged to an ACCS that has an Object Class Code that begins with 31. Once accountable property information has been entered, a "√" appears in the "PROP" column box of the Reconcile Transactions (BC-635) window for that transaction.</p>
2	Click on the ACCS to be charged as accountable property.
3	<p>Click on the LINE NO field in the "Accountable Property Details" section, and type in the line number (i.e., the <i>LN</i>) of the corresponding ACCS.</p> <p>Note: The <i>PROP ITEM NO</i> field will populate automatically.</p>
4	Click on the DESCRIPTION field and enter a description.
5	Click on the UNIT PRICE field and enter the unit price.
6	<p>Repeat steps 4 and 5 by clicking on the next line for each accountable property item associated with that ACCS.</p> <p>Note: An ACCS for a transaction may have multiple accountable property items.</p>
7	Repeat steps 2 through 6 to charge other accountable property items to additional ACCS.
8	<p>Click on the <EXIT> icon to return to the Reconcile Transactions (BC-635) window. A pop-up window appears: "Do you want to apply the changes you have made?" Click on the "Yes" button. A pop-up appears: "Transaction complete: (#) records applied and saved." Click on the "OK" button.</p>

4.1.4 Screen Prints

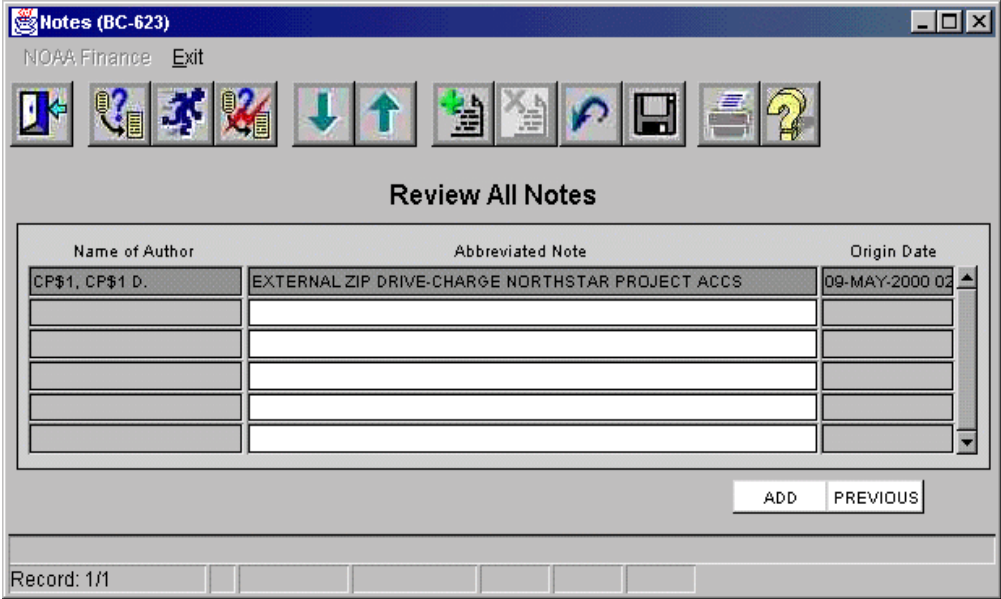
Use this procedure to print a screen.

STEP	ACTION
1	<p>Click on the <PRINT> icon to print a screen.</p> <p><i>Note:</i> You can print a report of bank transactions by following Procedure 11 “Creating and Printing Bank Transaction Reports.”</p>

4.1.5 Adding and Reviewing Notes

Adding notes is an optional feature. **Any notes that are added should be added after reconciling a transaction; otherwise, the system will bypass the Purchase Card Order Log (BC-615) window.**

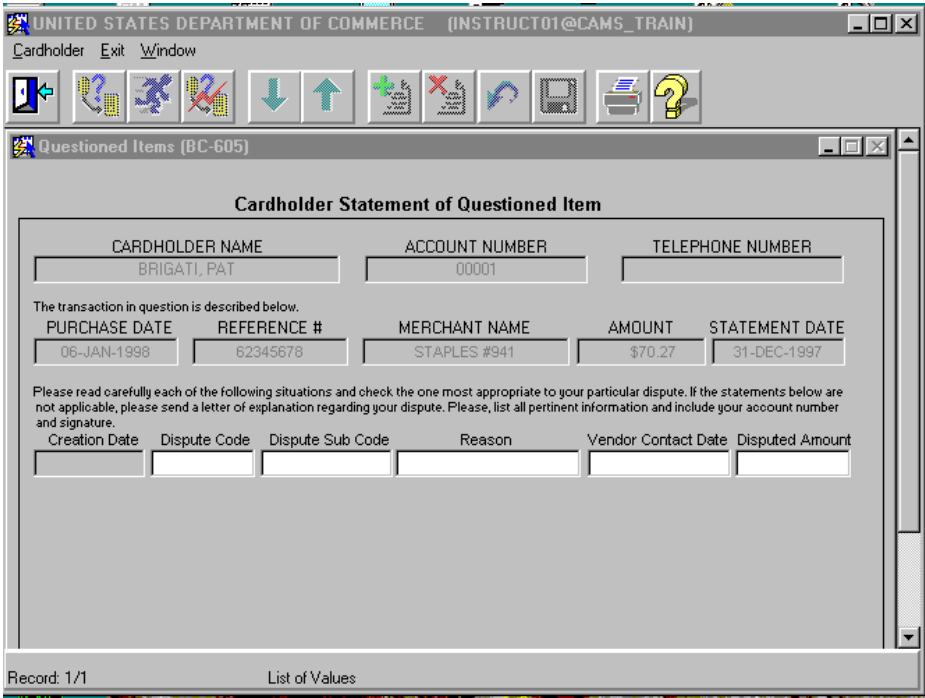
Once a note has been saved, it cannot be deleted or edited. However, additional notes may be added. Add a note to a transaction as a message for yourself or to an approving official. View a note as a reminder of important information.

STEP	ACTION
<p>1</p>	<p>Click on a transaction to write or view a note. Click on the "Note" button at the bottom of the window and the Review All Notes (BC-623) window appears.</p> <p>The following is an example of the Review All Notes (BC-623) window:</p>  <p>Note: A "√" in the <i>NOTE</i> field in the Reconcile Transactions (BC-635) window means that at least one note is attached to the transaction.</p>
<p>2</p>	<p>Click the "Add" button to go to the next available line and type in a note in the <i>Abbreviated Note</i> field.</p>
<p>3</p>	<p>Click on the "Prev" button to return to the Reconcile Transactions (BC-605) window. A pop-up window appears: "Do you want to apply the changes you have made?" Click on the "Yes" button. Another pop-up appears: "Transaction Complete: 1 records applied and saved." Click on the "OK" button. The Reconcile Transactions (BC-605) window appears.</p>

4.2 Reconciling a Disputed Transaction

Use this procedure to reconcile a disputed transaction. Transactions are disputed if the information in the Reconcile Transactions (BC-605) window does not match either Purchase Card Order Log or the invoice.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Reconcile Transactions and the Reconcile Transactions (BC-605) window appears.
2	Click on the DATE RECEIVED field for the transaction to be reconciled. Type the date the items were received. <i>Note:</i> If no date is entered in this field, it will automatically populate with the date entered in the DATE DELIVERED field for the matching entry in the Purchase Card Order Log (BC-615) window -- after matching this transaction to the order entry.
3	Verify, modify, or split the ACCS. See Procedure 4.1.2, “Verifying/Modifying/Splitting the ACCS.” <i>Note:</i> The transaction is automatically charged to the default ACCS unless the ACCS is modified or split.
4	Enter accountable property information, if applicable. See Procedure 4.1.3, “Entering Accountable Property Information.” <i>Note:</i> See the glossary for the definition of accountable property. All transactions charged to an ACCS with an Object Class Code that begins with 31 are accountable property purchases.
5	Click on “N” (i.e., Not Reconciled) in the OK? field of the transaction to be disputed. The Status Codes window appears.

STEP	ACTION
6	Click on “ D ” (i.e., Disputed). Click on the “OK” button. A pop-up appears: “Please select the corresponding item from the Purchase Log. Click on the “OK” button and the Purchase Card Order Log (BC-615) window appears.
7	Click on the order log entry that matches the dispute. <i>Note:</i> If multiple log order entries needs matching, match the first one at this time.
8	<p>Click on the “Match to Transaction” button. A pop-up appears: “Are you sure you want to match this log entry to the transaction being reconciled?” Click on the “Yes” button. A pop-up appears: “Log entry matched to (transaction number); Description Note created.” Click on the “OK” button. Another pop-up window appears, “Database apply complete: 1 records applied.” Click on the “OK” button. The Cardholder Statement of Questioned Items (BC-605) window appears.</p>  <p><i>Note:</i> When matching a transaction to multiple order log entries, the Reconcile Transactions (BC-605) window appears, not the Questioned Items (BC-605) window. Click on the “Order Log” button and the Purchase Card Order Log (BC-615) window appears. Repeat steps 7 and 8 until all matches are made.</p>

STEP	ACTION
9	<p>Double-click on the DISPUTE CODE field. A pop-up list of values appears. Click on the appropriate code and click on the “OK” button.</p> <p><i>Note:</i> A dispute subcode may appear depending upon the dispute code selected.</p>
10	<p>Double-click on the DISPUTE SUBCODE field, if necessary. A pop-up list of values appears. Select the appropriate subcode. Click on the “OK” button.</p>
11	<p>Click on the REASON field. Type a brief summary of the dispute.</p> <p><i>Note:</i> Only some dispute code/subcode combinations require a reason. If required, “<<Reason>>” appears at the bottom of the window.</p>
12	<p>Click on the VENDOR CONTACT DATE field. Enter the date the vendor was contacted about the dispute.</p> <p><i>Note:</i> Only some dispute code/subcode combinations require a date. If a date is required, “<<Date>>” appears at the bottom of the window. This date must be between the purchase date and the current date, inclusive.</p>
13	<p>Click in the DISPUTED AMOUNT field. Type the disputed amount.</p> <p><i>Note:</i> The amount disputed is typically the amount that the buyer is overcharged. For example, you were charged \$100 for a purchase. The charge should have only been \$80. The disputed amount is \$20.</p>
14	<p>Click on the <EXIT> icon. A pop-up window appears, “Do you want to save the changes before exiting?” Click on the “Yes” button. The Reconcile Transactions (BC-605) window appears.</p>

STEP	ACTION
15	<p>If a transaction needs to be matched to more than one order log entry, click on the “Order Log” button at the bottom of the Reconcile Transactions (BC-605) window. The Purchase Card Order Log (BC-615) window appears.</p> <p><i>Note:</i> For example, several GSA orders are logged in as individual order log entries, but are processed by the bank and appear in the Reconcile Transactions (BC-605) window as one transaction.</p> <p><i>Note:</i> After the user matches the transaction to all order log entries, the user will be at the Reconcile Transactions (BC-605) window.</p>
16	Click on the <EXIT> icon. The Main Menu appears.
17	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Monitor Outstanding Disputes and the Monitor Outstanding Disputes (BC-625) window appears.
18	Click on the disputed transaction.
19	Click on the “ Run Report ” button. The report appears.
20	Click on the “ OK ” button. The report prints.
21	Click on the “ Close ” button. The Monitor Outstanding Disputes (BC-625) window appears.
22	Click on the <EXIT> icon to return to the Main Menu.

STEP	ACTION
23	<p>Place the printout of the Cardholder Statement of Questioned Item form in an envelope and send to:</p> <p style="text-align: center;">D.O.C. Bankcard Center 1510 E. Bannister Road Room PE122 Kansas City, MO 64131</p> <p>Note: If the form is faxed, it still needs to be mailed. The fax number is 816-823-3850.</p>

4.3 Reconciling a Credit Without a Matching Disputed Transaction

Use this procedure to reconcile a credit **without a matching disputed transaction**. The credit transaction is treated the same as a not reconciled transaction that needs to be reconciled.

If there is no entry in the Purchase Card Order Log (BC-615) window that shows a credit is expected, you must add a note before changing the “N” in the “OK” field to an “R.”

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Reconcile Transactions ; the Reconcile Transactions (BC-605) window appears.
2	<p>Click on the DATE RECEIVED field for the transaction to be reconciled. Type the date the items were received.</p> <p>Note: If no date is entered in this field, it will automatically populate with the date entered in the DATE DELIVERED field for the matching entry in the Purchase Card Order Log (BC-615) window after you match this transaction to the order entry.</p>

STEP	ACTION
3	<p>Check the ACCS. See Procedure 4.1.2, “Verifying/Modifying/ Splitting the ACCS.</p> <p>Note: The transaction is automatically charged to the default ACCS unless the ACCS is modified or split.</p>
4	<p>Enter accountable property information, if applicable. See Procedure 4.1.3, “Entering Accountable Property Information.”</p> <p>Note: See the glossary for the definition of accountable property. All transactions charged to an ACCS with an object class code that begins with 31 are accountable property purchases.</p>
5	<p>Do one of the following:</p> <ul style="list-style-type: none"> If no order in the Purchase Card Order Log (BC-615) window matches the credit, click on the “NOTE” button to explain the credit. See Procedure 4.1.5, “Adding and Receiving Notes.” This causes the system to bypass the Purchase Card Order Log (BC-615) window. Go to Step 6 (no pop-up will appear), then to step 10. If an order logged in the Purchase Card Order Log (BC-615) window matches the credit, go to step 6. <p>Note: Credits have a minus (i.e., “-”) sign in front of the number in the <i>AMOUNT</i> field in the Reconcile Transactions (BC-605) window.</p>
6	<p>Click on “N” (i.e, Not Reconciled) in the <i>OK?</i> field. The Status Codes window appears. Click on “R.” Click on the “OK” button.</p> <p>A pop-up appears: “Please select the corresponding item from the Purchase Log.” Click on the “OK” button and the Purchase Card Order Log (BC-615) window appears.</p>
7	<p>Click on the order log entry that matches the reconciled transaction.</p> <p>Note: If multiple log order entries need matching, match the first one at this time.</p>

STEP	ACTION
8	<p>Click on the “Match to Transactions” button. A pop-up appears: “Are you sure you want to match this log entry to the transaction being reconciled?” Click on the “Yes” button.</p> <p>A pop-up appears: “Log entry matched to (transaction number); Description Note created.” Click on the “OK” button. Another pop-up window appears: “Database apply complete: 1 records applied.” Click on the “OK” button. The Reconcile Transactions (BC-605) window appears.</p>
9	<p>If a transaction needs to be matched to more than one order log entry, click on the “Order Log” button at the bottom of the Reconcile Transactions (BC-605) window. The Purchase Card Order Log (BC-615) window appears.</p> <p>Note: For example, several GSA orders are logged in as individual order log entries, but are processed by the bank and appear in the Reconcile Transactions (BC-605) window as one transaction.</p>
10	<p>Repeat steps 7 through 9 until all matches are made.</p>
11	<p>Click on the <EXIT> icon. A pop-up appears: “Do you want to save the changes you have made?” Click on the “Yes” button. Another pop-up appears: “Transaction complete: 1 records applied and saved.” Click on the “OK” button to return to the Main Menu.</p>

4.4 Reconciling a Credit With a Matching Disputed Transaction

Use this procedure to reconcile a credit to a transaction that **is being** disputed. The credit transaction is processed similarly to a not-reconciled transaction that needs to be reconciled.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Reconcile Transactions and the Reconcile Transactions (BC-605) window appears.
2	<p>Click on the DATE RECEIVED field corresponding to the transaction to be reconciled. Type the date the items were received.</p> <p><i>Note:</i> You can identify credits by the minus (i.e., “-”) sign preceding the number in the AMOUNT field in the Reconcile Transactions (BC-605) window.</p> <p>If no date is entered in this field, it will automatically populate with the date entered in the DATE DELIVERED field for the matching entry in the Purchase Card Order Log (BC-615) window-- after matching this transaction to the order entry.</p>
3	Double-click on the MATCHED DISPUTE NO field of the credit to be reconciled. The Disputed Transactions (BC-608) window appears.
4	Click on the disputed transaction that you want to match to the credit.
5	<p>Click on the “ACCS” button. The ACCS (BC-606) window appears.</p> <p><i>Note:</i> The ACCS associated with the credit must be the same as that associated with this disputed transaction.</p>
6	If there is property information associated with this disputed transaction, note the property information, since this information must also be entered for the matching credit transaction. Click on the “ Acc Property ” button. The Accountable Property (BC-626) window appears.
7	Click on the < EXIT > icon to return to the ACCS (BC-606) window.
8	Click on the < EXIT > icon to return to the Disputed Transactions (BC-608) window.

STEP	ACTION
9	<p>Click on the “Match Dispute to Credit” button and the credit will be attached to the dispute. A pop-up window appears: “Remember to reconcile this dispute if this is the last credit needed.” Click on the “OK” button. Another pop-up appears: “Do you want to save the changes you have made?” Click on the “YES” button to return to the Reconcile Transactions (BC-605) window.</p>
10	<p>With the matching transactions selected, check the ACCS. See Procedure 4.1.2, “Verifying/Modifying/Splitting the ACCS.”</p> <p><i>Note:</i> The ACCS should be the same as that found in step 5. The default ACCS is automatically assigned to a transaction unless the ACCS is modified or split.</p>
11	<p>Enter accountable property information, if applicable. See Procedure 4.1.3, “Entering Accountable Property Information.”</p> <p><i>Note:</i> The property information, if any, should be the same as that found when performing step 6. See the glossary for the definition of accountable property. All transactions charged to an ACCS with an object class code that begins with 31 are accountable property purchases.</p>
12	<p>Click on “N” (i.e., Not Reconciled) in the <i>OK?</i> field and the Status Codes window appears. Click on “R” and click on the “OK” button.</p> <p>A pop-up appears: “Please select the corresponding item from the Purchase Log.” Click on the “OK” button and the Purchase Card Order Log (BC-615) window appears.</p>
13	<p>Click on the order log entry that matches the reconciled transaction.</p> <p><i>Note:</i> If more than one log order entry needs matching, match the first one at this time.</p>

STEP	ACTION
14	<p>Click on the “Match to Transaction” button. A pop-up appears: “Are you sure you want to match this log entry to the transaction being reconciled?” Click on the “Yes” button.</p> <p>A pop-up appears: “Log entry matched to (transaction number); Description Note created.” Click on the “OK” button. Another pop-up window appears: “Database apply complete: 1 records applied.” Click on the “OK” button. The Reconcile Transactions (BC-605) window appears.</p>
15	<p>If a transaction needs to be matched to more than one order log entry, click on the “Order Log” button at the bottom of the Reconcile Transactions (BC-605) window. The Purchase Card Order Log (BC-615) window appears.</p> <p>Note: For example, several GSA orders are logged in as individual order log entries, but are processed by the bank and appear in the Reconcile Transactions (BC-605) window as one transaction.</p>
16	Repeat steps 13 through 15 until all matches are made.
17	Click on the < EXIT > icon. A pop-up appears: “Do you want to save the changes you have made?” Click on “ Yes ” button. Another pop-up appears: “Transaction complete: 1 records applied and saved.” Click on the “ OK ” button to return to the Main Menu.
18	Click on Cardholder from the Main Menu. A drop-down menu appears. Click on Monitor Outstanding Disputes . The Disputed Transactions (BC-625) window appears.
19	Select the disputed transaction that you want to reconcile.
20	Click on “ D ” (i.e., Disputed) in the <i>OK?</i> field and the Status Codes window appears. Click on “ Reconciled .” Click on the “ OK ” button.

STEP	ACTION
21	Click on the <EXIT> icon. A pop-up appears: "Do you want to save the changes you have made?" Click on the "Yes" button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the "OK" button to return to the Main Menu.

4.5 Reconciling a Swept Transaction

The system will sweep a transaction if the cardholder has not reconciled it within approximately 22 calendar days after the Commerce Department receives the transaction from the bank. The sweeping process places these transactions into the Core Financial System (CFS) for payment. The transactions are charged to the default ACCS.

The cardholder must still reconcile swept transactions (they appear in the Reconcile Transaction (BC-605) window as an "S" in the OK?). The user may also add accountable property information, change the transaction's ACCS, and add notes to a swept transaction.

The approving official must still approve all reconciled swept transactions. In addition, a new ACCS and other changes made after a transaction has been swept won't be corrected in the CFS until the cardholder's approving official approves the transaction.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Reconcile Transactions and the Reconcile Transactions (BC-605) window appears.

STEP	ACTION
2	<p>Do one of the following:</p> <ul style="list-style-type: none"> ▶ If reconciling a transaction, see Procedure 4.1, Reconciling a Transaction. ▶ If reconciling a disputed transaction, see Procedure 4.2, Reconciling a Disputed Transaction. ▶ If reconciling a credit without a matching disputed transaction, see Procedure 4.3, Reconciling a Credit without a Matching Disputed Transaction. ▶ If reconciling a credit with a matching disputed transaction, see Procedure 4.4, Reconciling a Credit with a Matching Disputed Transaction. <p>Note: Instead of clicking on “N,” when instructed to, click on “S” (i.e., Swept) and change the “S” to whichever is appropriate: “R” or “D.”</p>

4.6 Reconciling as a Group Administrator

Group Administrators may be associated with multiple approving officials and cardholders. This procedure describes how to reconcile as a Group Administrator.

STEP	ACTION
1	Click on Group Admin from the Main Menu. A drop-down box appears. Click on Enter Reconciliation Data from the drop-down box. The Group Admin Reconciliation Data Entry (BC-647) window appears.
2	<p>Select the Approving Official associated with the cardholders for which you are recording reconciled transactions.</p> <p>Note: The list of Cardholder Names will change based on the Approving Official selected.</p>
3	Double-click on the cardholder for which you are recording reconciled transactions. The Reconcile Transactions (BC-605) window appears.

4	<p>The procedures for reconciling as a Group Administrator are identical to those for a cardholder. Please refer to steps previously outlined within this section of the manual.</p> <ul style="list-style-type: none">▶ If reconciling a transaction, see Procedure 4.1, Reconciling a Transaction.▶ If reconciling a disputed transaction, see Procedure 4.2, Reconciling a Disputed Transaction.▶ If reconciling a credit without a matching disputed transaction, see Procedure 4.3, Reconciling a Credit without a Matching Disputed Transaction.▶ If reconciling a credit with a matching disputed transaction, see Procedure 4.4, Reconciling a Credit with a Matching Disputed Transaction.▶ If reconciling a swept transaction, see Procedure 4.5, Reconciling a Swept Transaction.
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5.0 Monitoring Outstanding Disputes

Introduction:

Use this window in conjunction with Procedure 1b.4.4, “Reconciling a Credit to a Disputed Transaction.” You can also follow this procedure to reconcile a transaction disputed in error and approved by the approving official.

Windows Used in Viewing a Transaction:

- ◆ Monitor Outstanding Disputes (BC-625)
- ◆ Reconcile Transactions (BC-605)
- ◆ Run Report (BC-704), Runtime Parameter Form
- ◆ Review All Notes (BC-623)
- ◆ Cardholder Statement of Questioned Items (BC-605)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)
- ◆ Questioned Item Report (BC-705)

The following is an example of the Monitor Outstanding Disputes (BC-625) window:

* Trans No.	Purchase Date	Vendor	Amount	SIC Code	Prop.	Date Received	Ok?	Matched Dispute No.
<input type="checkbox"/> 997-3	31-DEC-1997	STAPLES #941	\$119.90	4531	<input type="checkbox"/>	31-DEC-1997	D	
<input type="checkbox"/> 997-5	31-DEC-1997	STAPLES #941	\$75.00	4531	<input type="checkbox"/>	31-DEC-1997	D	997-13
<input type="checkbox"/> 997-6	31-DEC-1997	STAPLES #941	\$100.00	4531	<input type="checkbox"/>	31-DEC-1997	D	997-13
<input type="checkbox"/>					<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>			

Reference No: 22345678

* - Indicates a note is attached

Run Report Note View Dispute ACCS Property

Record: 1/1

5.1 Reconciling a Transaction Disputed in Error

Use this procedure to reconcile a transaction disputed in error and approved by the approving official. If the ACCS needs to be changed, contact your Budget or Administrative Officer. If property information needs to be changed, contact your Personal Property Management Office.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down menu appears. Click on Monitor Outstanding Disputes . The Monitor Outstanding Disputes (BC-625) window appears.
2	Click on “ D ” (i.e., Disputed), in the <i>OK?</i> field for the disputed transaction that you want to reconcile. The Status Codes window appears. Click on “ Reconciled. ” Click on the “ OK ” button. <i>Note:</i> Click on the “ Note ” button to add a note. The Review All Notes (BC-623) window appears. See Procedure 4.1.5, “Adding and Reviewing Notes.”
3	Click on the < EXIT > icon. A pop-up appears: “Do you want to save the changes you have made?” Click on the “ Yes ” button. Another pop-up appears: “Transaction complete: 1 records applied; all records saved.” Click on the “ OK ” button to return to the Main Menu.

5.2 Viewing Disputed Transactions

Disputed Transactions, Notes, Questioned Items Forms, and ACCS and Property Information may be viewed from the Monitor Outstanding Disputes (BC-625) window.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Monitor Outstanding Disputes . The Monitor Outstanding Disputes (BC-625) window appears.

STEP	ACTION
2	Click on the transaction to be viewed.
3	<p>Click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none"> Click on the “Run Report” button to run reports. See Procedure 5.3, “Printing and/or Running Reports.” Click on the “Notes” button to add a note. The Review All Notes (BC-623) window appears. See Procedure 4.1.5, “Adding and Reviewing Notes.” Click on the “View Disputes” button to view the reasons for the dispute. The Questioned Items (BC-605) window appears. Click on the “ACCS” button to view ACCS information. The ACCS (BC-606) window appears. Click on the “Property” button to view accountable property information. The Accountable Property (BC-626) window appears.
4	Click on the < EXIT > icon to return to the Main Menu.

5.3 Printing and/or Running Reports

Use these procedures to print and run reports in either the Client-Server version or the Web version. *{NOTE: Printing transactions from the screen is not yet possible in the Web version.}*

STEP	ACTION
1	<p>Do one of the following:</p> <ul style="list-style-type: none"> On Client-Server, to print the transactions on the screen, go to step 2. On Client-Server or the Web, to print a report, go to step 7. <p><i>Note:</i> On the Web version, the <PRINT> icon does not work.</p>
2	Click on the < PRINT > icon on the toolbar at the top of the window. The Page Setup window appears.

STEP	ACTION
3	Click on the “ OK ” button. The Print window appears.
4	<p>Click on the “OK” button. A pop-up appears: “Print capture beginning. Don’t move or obstruct window until done.” Click on the “OK” button.</p> <p><i>Note:</i> The system will then generate a report that includes transactions with Order Dates on and between your beginning and ending dates.</p>
5	When printing is complete, a pop-up appears, “Print capture complete.” Click the “ OK ” button.
6	Click on the < EXIT > icon to return to the Main Menu.
7	<p>To run a report on Client-Server or the Web, click on the “Run Report” button at the bottom of the screen. The Questioned Items Report (BC-705) window appears.</p> <p>Do one of the following:</p> <ul style="list-style-type: none">• To print a report on Client-Server, go to step 8.• To print a report on the Web, go to step 12.
8	Click on the “ Print ” button. The Print window appears.
9	Click on the “ OK ” button. The report will print.
10	Click on the “ Close ” button to return to the Monitor Outstanding Disputes (BC-625) window.
11	Click on the < EXIT > icon to return to the Main Menu.
12	Click on the “ Print ” button. A print window appears.

STEP	ACTION
13	Click on the “ OK ” button.
14	<p>To exit, do one of the following, depending upon your system.</p> <ul style="list-style-type: none">Click on FILE. An empty window appears. Click on the “Monitor Outstanding Dispute” button at the bottom of the screen. The Monitor Outstanding Dispute (BC-625) window appears. Click on the <EXIT> icon to return to the Main Menu.Click on FILE. A drop-down box appears. Click on the “Close” button and return to the Monitor Outstanding Dispute (BC-625) window. Click on the <EXIT> icon to return to the Main Menu.
15	Click on the < EXIT > icon to return to the Main Menu.

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6.0 Tracking Cardholder Transactions

Introduction:

This procedure describes how to track transactions through the approval process.

Windows Used in Viewing a Transaction:

- ◆ Define Query Criteria (BC-604)
- ◆ Track Cardholder Transactions (BC-628)
- ◆ CPCS Tracking
- ◆ Review All Notes (BC-623)
- ◆ Cardholder Statement of Questioned Items (BC-605)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)

6.1 Tracking a Transaction

Use this procedure to track transactions through the approval process. The following is an illustration of the Define Query Criteria window:

UNITED STATES DEPARTMENT OF COMMERCE (INSTRUCT11@CAMS_TRAIN) - [QUERY_CRITERIA (BC604)]

Cardholder Exit Window

Define Query Criteria

Transaction # From [] - [] To [] - []

Cardholder From [] To []

Date Purchased From [] To []

Date Received From [] To []

Vendor []

Amount From [] To []

SIC Code From [] To []

Agree?

☐ Not Reconciled

☐ Reconciled

☐ Disputed

☐ Swept

Attachments

☐ Notes

☐ Property Info

Clear OK Cancel

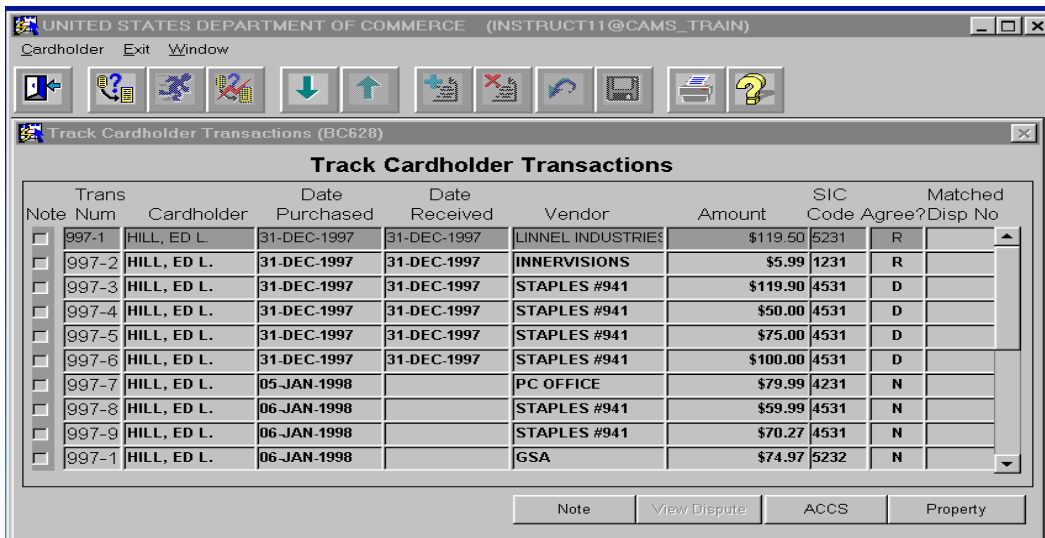
Enter the Transaction Number (First number, if selecting range)
Record: 1/1

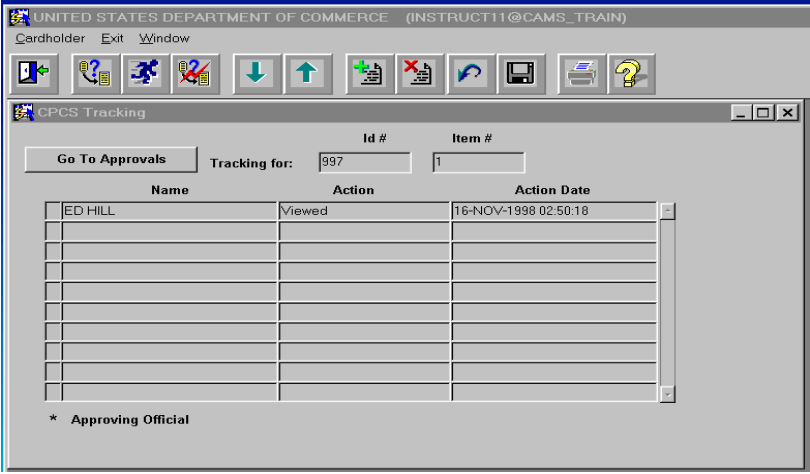
Start Developer/2000 For... UNITED STATE... Corel WordPerfect - ... Lotus cc:Mail - [Mes...]

8:57 AM

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Track Cardholder Transactions . The Define Query Criteria (BC-604) window appears. If no criteria are entered and the “ OK ” button is clicked, the system will display all of the Cardholder’s transactions.
2	<p>Select one or more of the following fields to query on:</p> <ul style="list-style-type: none"> ★ <i>TRANSACTION #</i> ★ <i>CARDHOLDER (NAME)</i> ★ <i>DATE PURCHASED</i> ★ <i>DATE RECEIVED</i> ★ <i>VENDOR</i> ★ <i>AMOUNT</i> ★ <i>SIC CODE</i> ★ <i>AGREE? (BOX)</i> ★ <i>ATTACHMENTS (BOX)</i>
3	<p>Query the TRANSACTION # range field by clicking on the first <i>FROM</i> box and typing the Statement Number, then clicking on the second <i>FROM</i> box and typing in the Item Number. Next click on the first <i>TO</i> box and type the Statement Number, then click on the second <i>TO</i> box and type in the Item Number, e.g., <i>FROM 997-1 TO 997-5</i>.</p> <p>Note: The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.</p>

STEP	ACTION
4	<p>Query the CARDHOLDER FROM field by entering the cardholder's name, e.g., %SMITH when searching for BLACKSMITH.</p> <p>Note: You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>tap</u>les, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Stap</u>les and <u>Potap</u>les being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t<u>_</u>p can result in <u>top</u> and <u>tap</u> being displayed.</p> <p>Note: The CARDHOLDER FROM field is used only by Approving Officials, Procurement staff, and others who have the authority to view transactions created by multiple cardholders. In such cases, the alphabetically lower name should be entered in the CARDHOLDER FROM field and the alphabetically higher name in the CARDHOLDER TO field.</p>
5	<p>Query the DATE PURCHASED range field by clicking on the FROM box and typing in the earliest date in the query range. Next click on the TO box and type the latest date in the query range, e.g., FROM: 03-JAN-1998 TO: 03-FEB-1998.</p>
6	<p>Query the DATE RECEIVED range field by clicking on the FROM box and typing in the earliest date in the query range. Next click on the TO box and type the latest date in the query range, e.g., FROM: 03-FEB-1998 TO: 03-MAR-1998.</p>
7	<p>Query the VENDOR field by entering the vendor's name.</p> <p>Note: Wildcards can be used in this field, see step 4.</p>
8	<p>Query the AMOUNT field by clicking on the FROM box and typing in the lowest amount in the query range. Next click on the TO box and type the highest amount in the query range, e.g., FROM: \$35.00 TO: \$200.00.</p>
9	<p>Query the SIC field by clicking on the FROM box and typing in the lowest SIC number in the query range. Next click on the TO box and type the highest SIC number in the query range.</p>

STEP	ACTION
10	Query the AGREE? field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed, and Swept.
11	Query the ATTACHMENTS field and select one or both transaction type(s); e.g., Notes and Property.
12	<p>Click on the “OK” button to view the transactions which satisfy the query criteria. The Track Cardholder Transaction (BC-628) window appears with the selected transactions. This window is read-only.</p> <p>The following is an example of the Track Cardholder Transactions (BC-628) window:</p> <div></div>

STEP	ACTION
13	<p>Double-click on the transaction to be tracked. One of the following appears:</p> <ul style="list-style-type: none"> The CPCS Tracking window appears with a record of the approval status for the transaction. Click on the “Go to Actions” button for the window to be populated with a summary of all activity related to the transaction. A pop-up: “There are no Action Tracking records for Id X Item #.” Click on the “OK” button. A pop-up: “There are no Approval Tracking records for Id X Item #1.” Click on the “OK” button. <p>The following is an example of the CPCS Tracking window, which is read-only:</p>  <p>Note: By clicking on the “Go To Approvals” and “Go To Actions” buttons, you can move back and forth between the approval status for the transaction and all other related activity.</p>
14	Click on the < EXIT > icon. The Track Cardholder (BC-628) window appears.

STEP	ACTION
15	<p>Click on the transaction to be viewed and then click on the appropriate button to view different aspects of the transaction.</p> <ul style="list-style-type: none">Click on the “Notes” button to add or view a note. The Notes (BC-623) window appears.Click on the “View Dispute” button to view the reasons for the dispute. The Questioned Items (BC-605) window appears. This button will work only for disputed transactions.Click on the “ACCS” button to view ACCS code information. The ACCS (BC-606) window appears.Click on the “Property” button to view accountable property information. The Accountable Property (BC-626) window appears.
16	Click on the < EXIT > icon to exit to return to the Main Menu.

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7.0 Update ACCS List

Introduction:

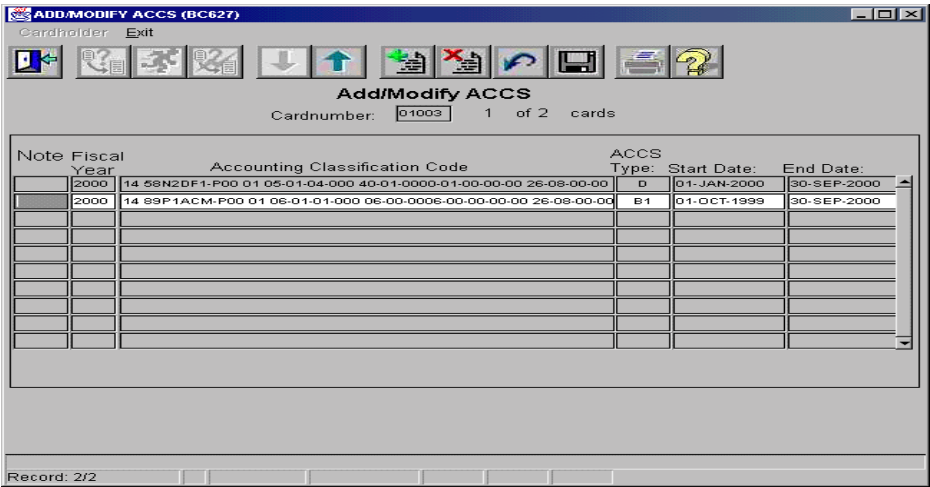
This procedure describes how to add or modify an ACCS. Once an ACCS is added or modified, it becomes part of the permanent list of ACCS choices.

Windows Used in Viewing a Transaction:

- Add/Modify ACCS (BC-627)
- Accounting Classification Code Structure (dba094/dba093)
- Partial Account Classification Code Structure (dba093)

7.1 Add/Modify ACCS

To add or modify an ACCS, enter the Fiscal Year, ACCS, ACCS Type, Start Date, and End Date. Notes may also be added.

STEP	ACTION
1	<p>Click on Cardholder from the Main Menu. A drop-down box appears. Click on Add/Modify ACCS. The Add/Modify ACCS (BC-627) window appears.</p> 

STEP	ACTION
2	<p>Choose one of the following:</p> <ul style="list-style-type: none"> • If adding an ACCS, type the fiscal year in an empty FISCAL YEAR field and go to step 7. • If updating an ACCS, double-click on the ACCS in the ACCOUNTING CLASSIFICATION CODE field and go to step 7. • If modifying only the fiscal year, go to step 3.
3	<p>With the <BACKSPACE> key, erase the entry in the FISCAL YEAR field.</p>
4	<p>Type in the new fiscal year in the FISCAL YEAR field.</p>
5	<p>Press the <ENTER> key. The Accounting Classification Code Structure (dba094) window appears. Click on <EXIT> to return to the Main Menu. The ACCS has been modified.</p>
6	<p>Press the “Prev” button. If the ACCS is valid for the fiscal year that was entered, the ACCS (BC606) window appears.</p> <p>Note: If the ACCS is not valid for the fiscal year that was entered, the following message appears: “Invalid or inactive project code w/program and fund codes.” Click on the <EXIT> icon and the original fiscal year will remain.</p>
7	<p>Add or update an ACCS as follows:</p> <ul style="list-style-type: none"> • Double-click on the field in the ACCS to be added or changed. Click on a code and click on the “OK” button. • Repeat this for all remaining fields in the ACCS, except the USER DEFINED field, where you must enter six zeroes. <p>Note: The code can also be typed directly into a field.</p>
8	<p>Click on the “Prev” button to return to the Add/Modify ACCS (BC-627) window or save.</p>

STEP	ACTION
9	<p>Click on the ACCS TYPE field and type in a code to add or change the ACCS TYPE field.</p> <p>Note: The TYPE field can be up to two characters long and can contain any combination of letters and numbers, except for “ZZ” and “C.” You must identify at least one ACCS with an ACCS type of “D” as your default. Only one ACCS default can be active at a time. If you list more than one “D” type, the beginning and ending dates must be different and cannot overlap. For any other ACCS types (e.g., B1, B2, etc.), the dates can overlap. However, if the ACCS types are the same (e.g., B1 and B1), they cannot have the same beginning and ending dates.</p> <p>The following is a suggested naming system::</p> <ul style="list-style-type: none">• “D” for your default, and• “B1,” “B2,” “B3,” etc. for options as your 1st, 2nd, 3rd, etc. backups
10	Type in the start date in the START DATE field if adding or changing the start date.
11	Type in the ending date in the END DATE field if adding or changing the end date.
12	Click on the < EXIT > icon to return to the Main Menu. A pop-up window appears: “Do you wish to save your changes?” Click on the “ Yes ” button. A second pop-up window appears: “Transaction complete. (#) records applied and saved.” Click on the “ OK ” button and return to the Main Menu.

7.1.1 Notes

Notes are optional. Add a note to an ACCS line as a reminder of important information.

Unlike the notes function in other portions of the Commerce Purchase Card System, the notes in this window can be deleted.

STEP	ACTION
1	<p>Choose one of the following::</p> <ul style="list-style-type: none">▶ Click on the NOTE field to add a note to an ACCS and type the note.▶ Double-click on the NOTE field and the Editor window appears, providing viewing space. Add a note, then click on the “OK” button to close the Editor window. <p><i>Note:</i> The NOTE field can hold up to 2,000 characters.</p>
2	<p>Click on the <EXIT> icon to exit the window. A window pops up: “Do you want to save the changes you have made?” Click on the “OK” button and another pop-up appears: “Transaction complete: 1 records applied and saved.” Click on the “OK” button to return to the Main Menu.</p>

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8.0 Viewing Transactions

Introduction:

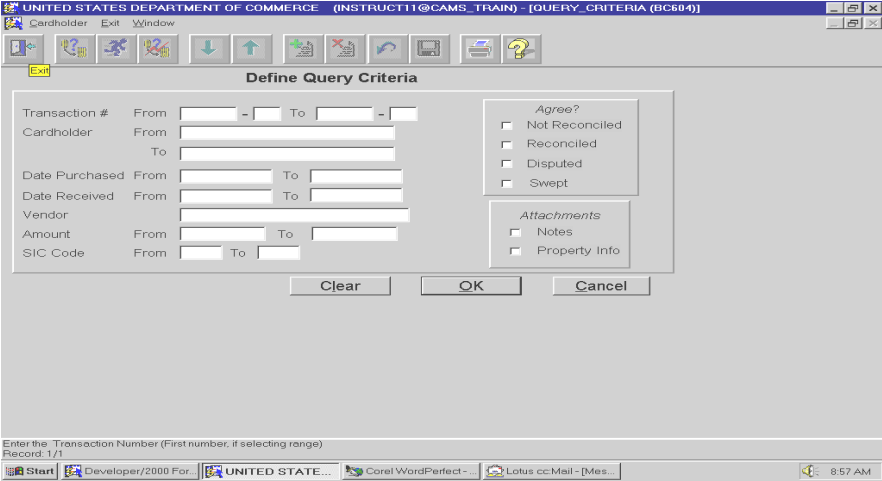
This procedure describes how to query for a transaction or a group of transactions.

Windows Used in Viewing a Transaction:

- Define Query Criteria (BC-604)
- View Cardholder Transactions (BC-604)
- Run Report (BC-704), Runtime Parameter Form
- Review All Notes (BC-623)
- Statement of Questioned Item (BC-605)
- ACCS (BC-606)
- Accountable Property (BC-626)

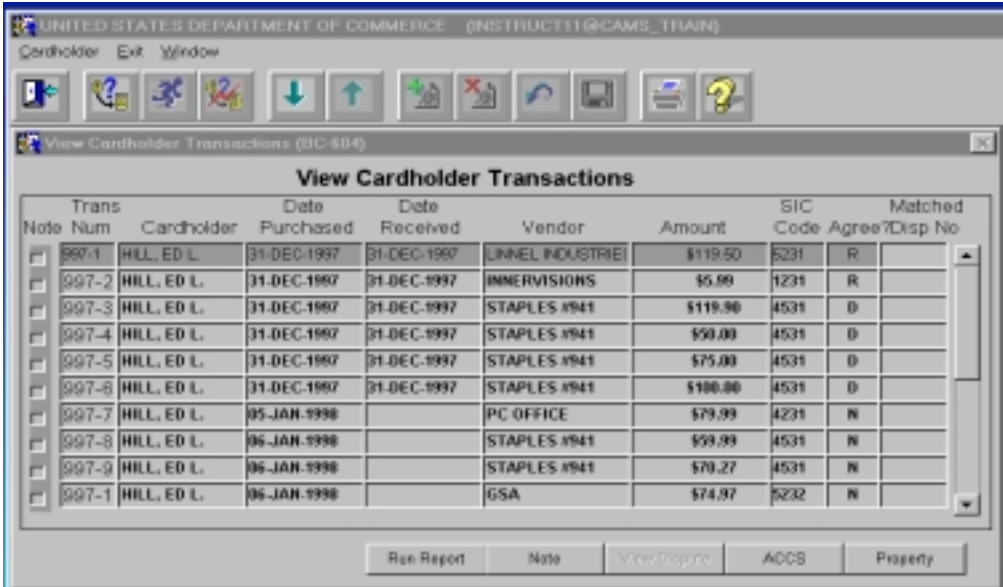
8.1 Viewing a Transaction

Use the Define Query Criteria (BC-604) window to enter query criteria to search for a transaction(s).

STEP	ACTION
1	<p>Click on Cardholder from the Main Menu. A drop-down box appears. Click on View Transactions. The Define Query Criteria (BC-604) window appears.</p> 
2	<p>Select one or more of the following fields to query on:</p> <ul style="list-style-type: none"> ▶ <i>TRANSACTION #</i> ▶ <i>CARDHOLDER (NAME)</i> ▶ <i>DATE PURCHASED</i> ▶ <i>DATE RECEIVED</i> ▶ <i>VENDOR</i> ▶ <i>AMOUNT</i> ▶ <i>SIC CODE</i> ▶ <i>AGREE?</i> ▶ <i>ATTACHMENTS</i> <p>Note: If specific query criteria is not entered and the “OK” button is clicked, the system will display all of the Cardholder’s transactions.</p>
3	<p>Query the TRANSACTION # range field by clicking on the first <i>FROM</i> box and typing the Statement Number, then clicking on the second <i>FROM</i> box and typing in the Item Number. Next click on the first <i>TO</i> box and type the Statement Number, then click on the second <i>TO</i> box and type in the Item Number (e.g., <i>FROM</i> 997-1 <i>TO</i> 997-5)</p> <p>Note: The Transaction Number includes the Statement Number plus the Item</p>

STEP	ACTION
	Number. The lower Transaction Number must be entered first.
4	<p>Query the CARDHOLDER field by entering the cardholder's name, e.g., %SMITH when searching for BLACKSMITH.</p> <p>Note: You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>taples</u>, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Staples</u> and <u>Potaples</u> being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p> <p>Note: The CARDHOLDER FROM field is used only by approving officials, Procurement, and others with authority to view transactions created by multiple cardholders. In such cases, the alphabetically lower name should be entered in the CARDHOLDER FROM field and the higher name in the CARDHOLDER TO field.</p>
5	Query the DATE PURCHASED range field by clicking on the FROM box and typing in the earliest date in the query range. Next click on the TO box and type the latest date in the query range; e.g., FROM: 03-JAN-1998 TO: 03-FEB-1998.
6	Query the DATE RECEIVED range field by clicking on the FROM box and typing in the earliest date in the query range. Next click on the TO box and type the latest date in the query range; e.g., FROM: 03-FEB-1998 TO: 03-MAR-1998.
7	<p>Query the VENDOR field by entering the vendor's name.</p> <p>Note: See step 5 for information related to the wildcard characters, "%" and "_" .</p>
8	Query the AMOUNT field by clicking on the FROM box and typing in the lowest amount in the query range. Next click on the TO box and type the highest amount in the query range; e.g., FROM: \$35.00 TO: \$200.00.
9	Query the SIC field by clicking on the FROM box and typing in the lowest SIC number in the query range. Next click on the TO box and type the highest SIC number in the query range.

STEP	ACTION
10	Query the <i>AGREE?</i> field and select one or more transaction types e.g., Not Reconciled, Reconciled, Disputed, and Swept.
11	Query the <i>ATTACHMENTS</i> field and select one or both transactions types; e.g., Notes and Property.

STEP	ACTION																																																																																																			
12	<p>Click on the “OK” button to view the transactions which satisfy the criteria. The View Cardholder Transactions (BC-604) window appears with the selected transactions. (This window is read-only.)</p>  <table><thead><tr><th>Trans Note Num</th><th>Cardholder</th><th>Date Purchased</th><th>Date Received</th><th>Vendor</th><th>Amount</th><th>SIC Code</th><th>Agree?</th><th>Matched Disp No</th></tr></thead><tbody><tr><td>997-1</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>LINNEL INDUSTRIES</td><td>\$119.50</td><td>5231</td><td>R</td><td></td></tr><tr><td>997-2</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>INNERSVISIONS</td><td>\$5.89</td><td>1231</td><td>R</td><td></td></tr><tr><td>997-3</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$119.96</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-4</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$90.00</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-5</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$75.00</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-6</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$180.86</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-7</td><td>HILL, ED L.</td><td>05-JAN-1998</td><td></td><td>PC OFFICE</td><td>\$79.99</td><td>4231</td><td>N</td><td></td></tr><tr><td>997-8</td><td>HILL, ED L.</td><td>06-JAN-1998</td><td></td><td>STAPLES #941</td><td>\$99.99</td><td>4531</td><td>N</td><td></td></tr><tr><td>997-9</td><td>HILL, ED L.</td><td>06-JAN-1998</td><td></td><td>STAPLES #941</td><td>\$70.27</td><td>4531</td><td>N</td><td></td></tr><tr><td>997-10</td><td>HILL, ED L.</td><td>06-JAN-1998</td><td></td><td>GSA</td><td>\$74.97</td><td>5232</td><td>N</td><td></td></tr></tbody></table>	Trans Note Num	Cardholder	Date Purchased	Date Received	Vendor	Amount	SIC Code	Agree?	Matched Disp No	997-1	HILL, ED L.	31-DEC-1997	31-DEC-1997	LINNEL INDUSTRIES	\$119.50	5231	R		997-2	HILL, ED L.	31-DEC-1997	31-DEC-1997	INNERSVISIONS	\$5.89	1231	R		997-3	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$119.96	4531	D		997-4	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$90.00	4531	D		997-5	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$75.00	4531	D		997-6	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$180.86	4531	D		997-7	HILL, ED L.	05-JAN-1998		PC OFFICE	\$79.99	4231	N		997-8	HILL, ED L.	06-JAN-1998		STAPLES #941	\$99.99	4531	N		997-9	HILL, ED L.	06-JAN-1998		STAPLES #941	\$70.27	4531	N		997-10	HILL, ED L.	06-JAN-1998		GSA	\$74.97	5232	N	
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STEP	ACTION
13	<p>Click on the transaction to be viewed and then click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none">• Click on the “Run Report” button to generate a report. See Procedure 3.2, Executing a Query for Printing or Running a Report, step 5.• Click on the “Notes” button to add or view a note. The Notes (BC-623) window appears. See Procedure 4.1.5, Notes.• Click on the “View Dispute” button to view the reasons for the dispute. The Questioned Items (BC-605) window appears. This button will work only for disputed transactions.• Click on the “ACCS” button to view ACCS code information. The ACCS (BC-606) window appears.• Click on the “Property” button to view accountable property information. The Accountable Property (BC-626) window appears. <p><i>Note:</i> Go to step 2 after exiting the various functions.</p>
14	<p>Click on the <EXIT> icon to return to the Main Menu.</p>

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9.0 Viewing Disputes

Introduction:

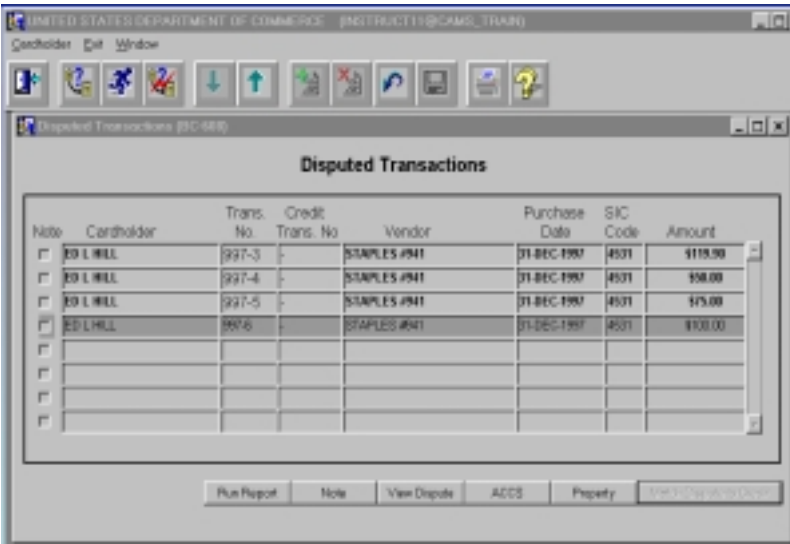
This procedure describes how to view disputed transactions. The window is read-only.

Windows Used in Viewing Disputed Transactions:

- Disputed Transactions (BC-608)
- Run Report (BC-704), Runtime Parameter Form
- Review All Notes (BC-623)
- Cardholder Statement of Questioned Item (BC-605)
- ACCS (BC-606)
- Accountable Property (BC-626)

9.1 Viewing a Disputed Transaction

From the Disputed Transactions (BC-608) window, view disputed transactions and add notes related to a disputes. No other changes can be made from this window.

STEP	ACTION
1	<p>Click on Cardholder from the Main Menu. A drop-down box appears. Click on View Disputes. The Disputed Transactions (BC-608) window appears.</p> 

STEP	ACTION
2	Click on a transaction to be viewed.
3	<p>Click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none">• Click on the “Run Report” button to generate a report. See Procedure 5.3, “Printing and/or Running Reports.”• Click on the “Note” button to add a note. The Review All Notes (BC-623) window appears. See Procedure 4.1.5, “Adding and Reviewing Notes.”• Click on the “View Dispute” button to view the reasons for the dispute. The Cardholder Statement of Questioned Item (BC-605) window appears.• Click on the “ACCS” button to view ACCS information. The ACCS (BC-606) window appears.• Click on the “Property” button to view accountable property information. The Accountable Property (BC-626) window appears.
4	Click on the < EXIT > icon to return to the Main Menu.

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10.0 Retrieving Messages

Introduction:

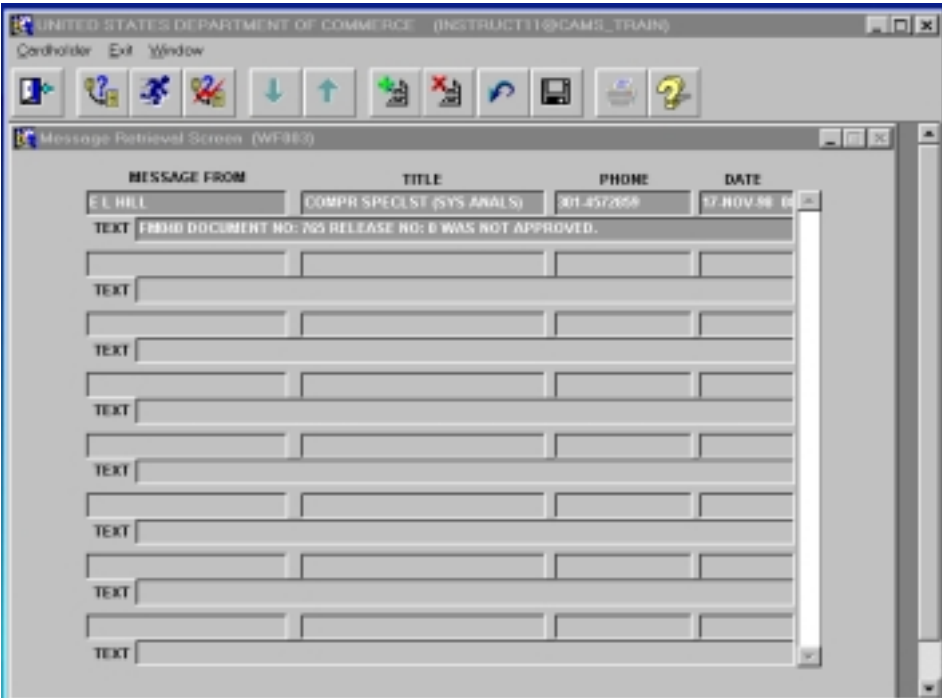
This procedure describes how to retrieve and delete messages. The messages in this window are read-only.

Windows Used in Viewing a Transaction:

- Messages (WF003)

10.1 How to Retrieve Messages

From the Message Retrieval Screen (WF003) window, you can view messages. No changes can be made from this window.

STEP	ACTION
1	<p>Click on Cardholder from the Main Menu. A drop-down box appears. Click on Messages. The “Message Retrieval Screen (WF003)” window appears.</p> 

STEP	ACTION
2	Click on the message to be viewed.
3	Double-click on any of the following fields, <i>MESSAGE FROM</i> , <i>TITLE</i> , <i>PHONE</i> or <i>DATE</i> field. The Editor Box window appears which allows you to view the entire message on the screen. Click on the “ OK ” button to return to the Message Retrieval Screen (WF003) window.
4	Click on the < DELETE > icon to delete the highlighted message.
5	Click on the < SAVE > icon to save the changes you have made to this screen.
6	Click on the < EXIT > icon to return to the Main Menu.

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11.0 Creating and Printing Bank Transaction Reports

Introduction:

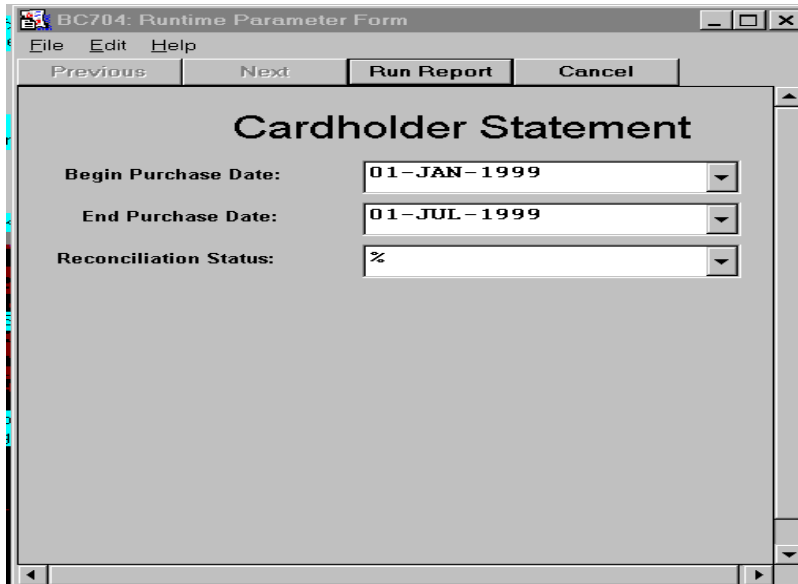
This procedure describes how to create and print a report of all bank transactions within a specified date range and for a specific reconciliation status.

Windows Used in Viewing a Transaction:

- Cardholder Statement (BC704)

11.1 Creating a Report – Client-Server Version

Use this procedure to create Commerce Purchase Card System (CPCS) bank transaction reports via Client-Server.

STEP	ACTION
1	<p>Click on Cardholder from the Main Menu. A drop-down box appears. Click on Reports. Another drop-down box appears. Click on Cardholder Purchase Card Statement (BC704). The Cardholder Statement (BC704) window appears.</p> 
2	<p>Type the beginning date of the range of transactions to be covered in the report in the BEGIN PURCHASE DATE field.</p>

3	Type the ending date of the range of transactions to be covered in the report in the <i>END PURCHASE DATE</i> field.
4	<p>Click on the down arrow in the <i>RECONCILIATION STATUS</i> field. The following drop-down transaction status menu appears:</p> <p style="padding-left: 40px;">% - (all statuses) D (Disputed) R (Reconciled) N (Not Reconciled) S (Swept) Y (Year-End Swept)</p> <p>Click on the appropriate reconciliation status for the report.</p>
5	Click on the “ Run Report ” button at the top of the window. The resulting report appears on the screen.
6	Click on the “ Print ” button at the top of the report. A Print pop-up appears. Click on the “ OK ” button.
7	Click on the “ Close ” button to return to the Main Menu.

11.2 Creating a Report – Web Version

Use this procedure to create Commerce Purchase Card System (CPCS) bank transaction reports via the Web version of CPCS.

STEP	ACTION
1	Click on Cardholder from the Main Menu. A drop-down box appears. Click on Reports . Another drop down box appears. Click on Cardholder Purchase Card Statement (BC704) . The Cardholder Purchase Card Statement (BC704) window appears.
2	Type the beginning date of the range of transactions to be covered in the report in the BEGIN PURCHASE DATE field.
3	Type the end date of the range of transactions to be covered in the report in the END PURCHASE DATE field.
4	<p>Click on the arrow next to the RECONCILIATION STATUS field. The following drop-down menu appears:</p> <ul style="list-style-type: none"> % (all statuses) D (Disputed) R (Reconciled) N (Not Reconciled) S (Swept) Y (Year-End Swept) <p>Click on the appropriate reconciliation status for the report.</p>
5	<p>Click on the “Run Report” button. The resulting report appears on the screen.</p> <p>Note: Acrobat Adobe opens. To see the statement, do one of the following (or a combination of the two) depending upon the configuration of your system:</p> <ul style="list-style-type: none"> ▶ Minimize the ‘Cardholder Purchase Card Statement (BC704) window by clicking on the Acrobat Adobe task bar at the bottom of the window. ▶ Click on the minimum bar on the ‘Cardholder Purchase Card Statement (BC704) window.
6	Click on File in the Main Menu. A drop-down box appears.

7	Click on Print . A Print pop-up appears.
8	Click on the “ Shrink to fit ” button on the Print pop-up.
9	Click on the “ OK ” button in the Print pop-up.
10	<p>Depending upon the configuration of your system, do one of the following (or a combination of the two) to return to the Main Menu:</p> <ul style="list-style-type: none">▶ Click on File from the Main Menu. A drop-down box appears. Click on Close. The CAMS window appears. Click on “The Bureau” taskbar. The Cardholder Purchase Card Statement (BC704) window appears. Click on the “Cancel” button. The Main Menu appears.▶ Click on File from the Main Menu. Click on Close from the Main Menu. The Cardholder Purchase Card Statement (BC704) window appears. Click on the “Cancel” button. The Main Menu appears.

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Glossary

Accountable Property - is any personal property, tangible or intangible, (see definition of property) that is classified as sensitive or that has an original total acquisition cost of \$5,000 or more.

Accounting Classification Code Structure (ACCS) - Accounts to which accounting transactions are charged. The ACCS consists of the following elements: Bureau, Fiscal Year, Project, Task, Fund Code, Program, Organization, Object Class and User Defined (for future use). Users, however, are only responsible for keying in the following elements of the code: Fiscal Year, Project, Task, Organization Code and Object Class. All of the other elements are derived and automatically populated by the system.

Commerce BankCard Center (CBC) - provides the Department of Commerce with the day-to-day operation and administration of the Commerce Purchase Card program.

Mandatory Sensitive Personal Items - includes firearms, digital cameras, video cameras, televisions, photocopy machines, multi-purpose fax/printer/copy machines, facsimile machines, and video cassette players and recorders. Also included are automatic data processing equipment, which includes personal computer systems (desktop and tower), laptop, notebook, hand-held computing devices, external modems, external disk drives including CD and DVD drives, all external printers (other than label printers), desktop and floor stand plotters, desktop and hand-held scanners, graphic tablets, and global positioning satellite receivers. Other items can be added and the list can be revised.

Property - is anything that may be legally owned.

- Real property is land and improvements to the land such as buildings and structures.
- Property that becomes an integral part of a building such as heating and air conditioning units are also considered to be real property.
- Personal property is anything tangible that is not real property other than records of the Federal government, naval vessels, cruisers, aircraft carriers, destroyers, and submarines (FPMR 101-43.001-23).
- Intellectual property is intangible property such as a copyright, trade secret or a patent.
- Financial property is an instrument such as a stock or bond.

Query - A search for information.

Reconciling - The process whereby cardholders review purchase card transactions daily and record accounting, procurement, and property information. The cardholder will reconcile the transaction by marking it with an “R” for reconciled or “D” for dispute. The reconciliation process also includes reconciling a credit with and without a disputed transaction and swept transactions.

Sole Source Justification - A statement indicating why the buyer purchased the item from a particular vendor without getting bids. This is necessary only when purchasing non-furniture items priced at \$2,500 or greater. This rule also pertains to GSA-scheduled items.

Swept (Sweep) - A transaction will be swept by the system if: 1) the cardholder has not reconciled it within approximately 22 calendar days after the Commerce Department received the transaction from the bank or 2) the cardholder has reconciled it, but the cardholder’s supervisor has not yet approved the transaction within approximately 22 calendar days after the Commerce Department received the transaction from the bank. A special Sweep may also be run at fiscal year-end to ensure that year-end obligations are recorded for all appropriate bankcard transactions.

The sweeping process places these transactions into the Core Financial System (CFS) for payment. The transactions are charged to the default ACCS unless the cardholder specifies a different ACCS (even if the transaction is waiting for the approval of the cardholder’s supervisor).

The cardholder still must reconcile swept transactions (they appear in the Reconcile Transaction (BC-605) window as an “S”). The user may add accountable property information, charge the transaction to another ACCS, and add notes. A new ACCS and other changes made after a transaction has been swept won’t take effect until the cardholder’s supervisor approves the transaction. The cardholder’s supervisor must approve the transaction whether or not any changes are made.